

22 June 1962

MEMORANDUM FOR: The Record

SUBJECT : Agenda for Meeting of Suggestion Awards Committee

1. The CIA Suggestion Awards Committee is scheduled to meet on Friday, 29 June 1962, at 2:30 P.M. in 5 E 60, Headquarters.

2. The following items are enclosed for your review:

TAB 1 - Tentative Agenda

TAB 2 - Minutes of last Committee Meeting

TAB 3 - Summary of Suggestions to be considered
at this meeting

TAB 4 - Summary of Minimal Awards

FOR THE CHAIRMAN, SUGGESTION AWARDS COMMITTEE:

25X1A



Executive Secretary

S-E-C-R-E-T

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S-E-C-R-E-T

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Regular Meeting of the Suggestion Awards Committee

Friday, 29 June 1962

AGENDA

1. Call to order
2. Minutes of last meeting
 - Motions to accept or amend
3. Report by Executive Secretary
4. Comments by Chairman
5. Discussion by Members
6. Old Business
7. New Business
 - (Vote on suggestions - TAB 3)
8. Adjournment

S-E-C-R-E-T

GROUP 1 Excluded from automatic downgrading and declassification

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SUGGESTION AWARDS COMMITTEE

10 April 1962

On Tuesday, 10 April 1962, at 2:30 p.m., [REDACTED] Deputy Director of Personnel, chaired the Major Awards Meeting of the CIA Suggestion Awards Committee in the Conference Room, 5 E 60 Headquarters Building. The following were present:

25X1A

25X1A

MEMBERS

(DD/P)
(DD/I)

25X1A

(DD/I)

(Security)
(Communications)

25X1A

Substituting for [REDACTED] (Training)

COMMITTEE STAFF

(Executive Secretary)
(Incentive Awards Officer)
(Incentive Awards Assistant)

MINUTES

The minutes of the last Committee Meeting held on 28 September 1961 were accepted.

COMMENTS BY

EXECUTIVE

SECRETARY

The Executive Secretary reported that since the last meeting, 28 September 1961:

(a). There were three Minimal Awards Meetings at which 29 cases were considered, a total of \$435.00 awarded plus 13 Certificates of Appreciation. One case was disapproved, as it was considered to be in line of duty.

(b). One Special Panel Meeting was held 22 November 1961, at which 13 cases were considered, and a total of \$1,425.00 was paid in cash.

(c). The Executive Secretary explained that because of the \$50.00 Award authority now held by the Chairman, there is an appreciable difference in the number of Major Awards meetings required.

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(d) The Suggestion Awards Staff has obtained concurrence from the various people engaged in Patent considerations, to centralize that activity through the Suggestion Awards Committee Office. The regulation was drafted and published: henceforth, all patent application cases go through the Suggestion Awards Committee for Award consideration. [REDACTED] have been briefed regarding the Suggestion and Invention Programs. Briefings, movies, work-shops are conducted regularly at all levels. 25X1A

(e) The Executive Secretary attended the National Association of Suggestion Systems Convention in Cincinnati, Ohio, as well as several regular Incentive Awards Administrators' meetings at the Civil Service Commission.

A special invitation was issued to attend the April 12th Regional Conference on Motivation and Innovation sponsored by the National Capital Chapter of the National Association of Suggestion Systems.

(f) The Executive Secretary attended an enthusiastic Ceremony in the Office of [REDACTED] to present Awards granted at our last meeting. Technical Services Division received \$1,250.00 that day. 25X1A

(g) We received a plaintive call from photographers that we had not had any ceremonies lately. Executive Secretary noted we must seize every opportunity to advertise through this medium.

(h) We resolved with the DD/P to have all the Clandestine Services Operations Suggestions Program controlled in the SAC Office, and to have the Special Panel Chairman and members rule on these non-adoptable cases as they come up, but to consider adoptable cases in Committee session. This means that the cases have been moving, and suggesters are receiving replies. Heretofore, the Control Officer did this in addition to other duties and it floundered. Regulation drafted, approved by Chairman, Special Panel, and by the Office of the DD/P but [REDACTED] will not release it, despite the fact he has no changes to recommend, until [REDACTED] returns from Sick Leave, on or about 30 April; however, if [REDACTED] does not return on 30 April, [REDACTED] will order the regulation to be published. 25X1A 25X1A 25X1A 25X1A

(i) Poster frames finally promised - they are being constructed and will be mounted at each elevator bank, near Employee Bulletin Boards. We have been negotiating for these since November 1959.

(j) Sent each component comparative scores at the half-year mark. Our business is considerably smaller, but since new rules have been published, we receive very few insignificant proposals (10 to 12 a month, which we settle promptly in our office.) We believe that the new rules account, in part, for the lack of participation.

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Negotiated with [REDACTED] to have OIR update our movie by getting Mr. McCone to replace Mr. Dulles. OTR is looking into this.

25X1A

(1) Met with [REDACTED] regarding launching of a new OCR Suggestion Program.

25X1A

(m) Distributed pay check inserts explaining new rules, Cafeteria Cards, drafted and had published two new Regulations and sent a Support Bulletin article through channels of publication.

(n) Noted the Memo published by OS encouraging the employees to submit their suggestions, which included names of Award winners.

25X1A

COMMENTS BY [REDACTED] asked for copies of the OS Memo. Copies will be sent to each Committee Member as an incentive.

25X1A

[REDACTED] moved that in the future the minutes include a brief sentence describing the suggestion for which an Award was granted. This is being done.

25X1A

[REDACTED] suggested that Suggestion Awards Regulation be changed to reflect proper number of persons needed for a quorum.

25X1A

[REDACTED] recommended a Suggestion Exchange of adopted ideas. A short summary, without including the names or amounts awarded. He emphasized the added advantage of promoting the Suggestion Awards Program and providing the various offices with potentially useful information. This is being done.

25X1A

OLD BUSINESS

SUGGESTION NO. 61-407 - dated 28 November 1960

[REDACTED], GS12, Research Analyst
OS, DD/S

SUMMARY - Suggester proposed the streamlining of procedures relative to overt and covert clearance-action files, in the Office of Security.

Suggester awarded \$125.00 Interim Award at the June 1961 Meeting Case to be reconsidered in one year's time.

25X1A

10 April 1962, a Supplemental Award of \$140.00 was granted based upon the tangible savings of \$5,300. [REDACTED] moved to grant the Final Supplemental Award of \$140.00 as recommended by the Executive Secretary. [REDACTED] seconded the motion. Thus the total award in this case was \$265.00. [REDACTED] appeared as a witness for this case.

25X1A

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COMMITTEE ACTION

The Committee approved the following action for the suggestions indicated.

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<u>Suggestion Number</u>	<u>Summary</u>	<u>Total Award</u>	<u>Benefits or Savings</u>
61-385	Proposed an administrative economy through the purchase and use of Kodak paper for the Visicorder Model 906 instead of Minneapolis-Honeywell paper.	\$162.00	Tangible savings of \$3,220.00
61-481	Proposed a streamlined system of communications (SPEEDLETTERS)	\$125.00	Tangible savings of \$2,580.00
61-487	Proposed a standardized check-out list to be used as a guide by Country Desk Officers when transferring their desk duties to a successor.	\$ 50.00	INTangible benefits SLIGHT/LOCAL
61-501	Suggester proposed that the brushes in the Xerox Copyflow Machine be dry cleaned and reused.	\$100.00	Tangible savings of \$2,000 a year.
62-26	Proposed a procedural improvement in RID Files section focusing attention on reclassified documents held in that section which have not yet been processed into their new file classification.	\$100.00	(divided as follows) \$50.00 for intangible benefits SLIGHT/LOCAL and \$50.00 for high benefits in Security values.
62-64	Proposed an improved coding system in the Industrial Register/USSR section		(Disapproved) Considered to be in line of Duty. Recommend possible consideration for an Honor and Merit Award or have OCR state their position that suggestion <u>not</u> in line of duty.
62-100	Co-inventors of a device which improved the photographic quality of work used in the microfilming program (a wooden base easel to be used as an accessory with any microfilm camera)	\$100.00	Intangible benefits MODERATE/LOCAL.
62-115	Suggester designed and constructed a positive lock stop device for the cut-off saw table.	\$150.00	Estimated Tangible savings of \$3,000.
62-142	Invented a slide adapter for an over-head projector	\$100.00	Intangible benefits (MODERATE/LOCAL)

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<u>Suggestion Number</u>	<u>Summary</u>	<u>Total Award</u>	<u>Benefits or Savings</u>
62-240	Proposed a method to salvage scrap metal at one of our stations.	\$135.00	Tangible savings of \$2,665.

ADJOURNMENT

The meeting adjourned at 3:45 p.m.

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Executive Secretary

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SUGGESTION NO. PI 61-161: 13 October 1959
Resubmitted 8 September 1960
[REDACTED], GS-12, Printing Production Planner
OL, DD/S

25X1A

A. Summary of Suggestion

Suggester proposed the use of an electronic scanning enlarger (Logitronic) for use in producing prints which are selected to be reproduced as halftones in the NIS (National Intelligence Survey). Improved quality and greater detail in the final publication of intelligence reports and increased production of halftones are made possible through precise control of contrast through Logitronic printing.

B. Summary of Evaluations

4 November 1960: OL disapproved for adoption. The possible use of the Logitronic enlarger for the printing of NIS photographs was thoroughly investigated when this device first became available. This investigation was made prior to the original submission of the employee suggestion.

Improvement of the quality of NIS halftones is the subject of continuous study in the Printing Services Division. Consideration is being given to the procedures for submitting NIS photographs for printing to permit greater use of original negatives in lieu of the presently used prints. It is possible that Logitronic printing may be used in this process if adopted. If changed procedures are adopted which result in improvement in the quality of NIS halftones, this suggestion could again be evaluated for any contribution made toward the improvement.

20 December 1960: PIC noted that the suggestion had merit and in certain specific instances the use of a Logitronic enlarger does improve, to a minor degree, the finished reproduction.

Re-evaluation received from OL 22 June 1962. A system is now in effect in PSD in which the Logitronic enlarger is being used to produce prints of improved quality for NIS halftone work. A substantial improvement in quality has been realized. In the near future, it is expected that the system will also result in further improvements and in a considerable savings in labor.

Suggestion 61-161 was not responsible for the decision to set up this system. It did, however, stimulate the investigation which led to the adoption of the system.

The suggestion caused PSD to reinvestigate the procedure in which GBI reconsidered and agreed to revise handling procedures of NIS photos to permit recalling of negatives after the prints were selected so that they could be scaled to the desired size and custom printed to obtain maximum detail and correct tone values.

During this period also, improvements were made in the design of the LogEtronic enlarger in which the suggester actively participated in the investigations and trials which were necessary in perfecting the system.

It is therefore recommended that the suggester be given an award for a suggestion which stimulated action toward the improvement of an existing system.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$75.00 Interim Award based on MODERATE-LIMITED degree of benefits.
3. Reconsideration after one year to determine amount of Tangible savings.

D. Decision of Committee

<u> X </u>	Adopted	<u> \$75.00 </u>	Award	<u> </u>	Letter of Appreciation
<u> </u>	Not Adopted				

29 June 1962 Major Awards Meeting

25X1A

██████████ moved to grant an Award of \$75.00 and close the case.
██████████ seconded the motion.

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SUMMARY AND RECOMMENDATION FOR THE COMMITTEE

SUGGESTION NO. 61-275: dated 9 January 1961

25X1A

[REDACTED], GS-11, Chief,
Registration Branch
OCI, DD/I

A. Summary of Suggestion

Suggester proposed that in the new building, there be one central special intelligence Registry to service all special intelligence areas. This Registry would be responsible for the receipting, packaging, dispatching, and delivery of all special intelligence material. At present, the offices of DD/I, ONE, and OSI each have separate registries. Each of these components provides special registry services and OCI provides courier service for centers in CIA and USIB approved centers in the Washington area.

One central Registry for special intelligence would provide better control of the material and enhance security and efficiency. Combining these services under one responsible group would also conserve manpower.

B. Summary of Evaluation

25X1A

July 1961, [REDACTED], Deputy Chief, Intelligence Information Staff, OCI, agreed that the idea would be adopted for the New Building and that it would save manpower in the DD/I and deserves an award. An Interim Award in the SLIGHT-LIMITED category of \$25.00 was paid at the 4 October 1961 Minimal Award Meeting with the understanding that the case would be reviewed in the spring to see if any additional benefits have accrued to the Agency.

C. Recent Developments

- a. It has now been determined that savings amounting to 80% of a GS-5 position (\$3,476.00) have accrued to the Agency.
- b. If tangible savings had been considered, total award would be 5% of \$3,476 or \$175.00.

D. Recommendation of the Executive Secretary

That \$150 balance of Award be approved.

E. Decision of the Committee

 X Adopted \$150.00 Award
 Not Adopted

Certificate of
Appreciation

S-E-C-R-E-T

29 June 1962 Major Awards Meeting

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App

to the Award of \$150.00 as recommended by the Executive
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seconded the motion (reluctantly).

25X1C

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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

Revised SUGGESTION NO. INV. 62-251: dated 4 May 1962

STATINTL

[REDACTED], GP \$3.99 per hour (equivalent to GS-11), Linotype Supervisor
OL, DD/SA. Summary of Suggestion1. Former Method:

- a. When it was necessary to insert a pi (print) character denoting a symbol into the line casting assembly of the Intertype machine, the tape operator would stop keyboarding, feed several inches of unpunched tape thru the perforator, write the character on the blank section of the tape, and use a key to code a "stop" for manual insertion of the character by the linecasting machine's monitor.
- b. When the tape was run on the linecasting machine the attention of the monitor was attracted by the stopping of the machine when it sensed the "stop" code. As the operator noticed the blank tape and the character that had been written by the tape punch operator he would locate the pi matrix in supply, insert it by hand into the line being assembled, and restart the linecasting machine.

2. Inventor's Method:

Suggester invented an inserting device, controlled by a code in the tape, to release the pi (print) matrix automatically into the line casting assembly of the Intertype (Model IV) machine.

The perforator operator now lists print characters on a printed form in sequence of appearance in copy. The linecasting machine monitor uses the form to load the magazine of the inserting device in advance before the tape is used on the linecasting machine. No further attention is required until the supply of matrices in the magazine is exhausted.

Note: The inventor's device is an advantage because there are over 300 characters which could not previously be placed in the magazine channel except by hand. The device saves 10 lines of production each time it is used.

B. Summary of Evaluation

OL/Printing Services Division adopted this invention on two machines and reports a savings of 148 machine hours per year. The machines cost \$28,000 each.

The pi-matrix inserting device also allows some savings in the perforation of the tape, reported savings of 11 hours per year.

A total of 159 hours @ \$6.90 per hour results in total tangible savings of \$1096.

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 SUGGESTION NO. INV. 62-251 (continued)

The production of the NIS publications is done by these machines.

C. Invention Status

1. Inventor has commercial rights.
2. The Government is to receive a royalty free license in the invention.
3. The Dept. of Justice is preparing patent application papers in suggester's name at the request of this Agency

D. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$130 Award calculated as follows:
 - (a) \$75.00 based on Intangible benefits in the MODERATE-LOCAL category and
 - (b) \$55.00 based on Tangible savings (5% of \$1096 for the first year of adoption)
3. Refer to CSC for referral to other Government Agencies.

E. Decision of Committee

<u> X </u>	Adopted	<u> \$130.00 </u>	Award	<u> </u>	Letter of
<u> </u>	Not Adopted.				Appreciation

29 June 1962 Major Awards Meeting.

██████ moved to grant the \$130.00 Award as recommended by the Executive Secretary. ██████ seconded the motion.

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STATINTL

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MINIMAL AWARD CASES

10 April 1962

25X1A SUGGESTION NO. 61-526: dated 7 June 1961
[REDACTED] GS-13, Intelligence Officer
OSI, DD/I

Summary : Suggester proposed an exhibit of books, monographs and articles, published by Agency personnel to be assembled and suitably highlighted in the main library.

25X1A Action Taken : On 3 April 1962, OCR reported the suggestion was adopted a DD/S Notice [REDACTED] was circulated.

Only 37 Agency authors expressed an interest in contributing to a CIA Library exhibit or collection of Agency-authored publications.

25X1A It is the Library's conclusion that an exhibit or collection of the material received in response to [REDACTED] would not be truly representative of the considerable talent and range of interests characteristic of CIA personnel. The enterprise turned out to be very modest in scope.

Award : Certificate of Appreciation.

25X1A SUGGESTION NO. 62-105: dated 25 September 1961
[REDACTED] GS-12, Collection Officer
OO, DD/I

Summary :

[REDACTED]

25X1A

25X1A Action Taken : Chief, [REDACTED] Division noted that suggester is to be commended for the thought and consideration devoted to the subject. Under the circumstances, it was considered that the suggestion too closely paralleled [REDACTED] Division's established practices to warrant granting an award.

Award : Certificate of Appreciation

25X1A

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SUGGESTION NO. 62-127: dated 9 October 1961

25X1A

[REDACTED], GS-11, ADP Programmer
Comptroller, DD/S

Summary : Suggester proposed that the Routing and Record Sheet (Form 610) include, in addition to the return address space for Division, Room and Building, a space indicated for the telephone extension in the "FROM" block.

Action Taken : Records Administration Staff adopted this proposal.

Award : Certificate of Appreciation

SUGGESTION NO. 62-181: dated 1 November 1961

25X1A

[REDACTED], GS-6, Mail Supervisor
OL, DD/S

Summary : Suggester proposed a revision of Form 239 (Postage Slip) to provide: (1) additional blocks to indicate the type of mailing service desired, (2) additional space for the address of the addressee, (3) space for the date and time of dispatch and the dispatching clerk's initials.

Action Taken : OL would adopt the revision when the existing stock of Form 239 is exhausted. Records Admin Staff assures that the form will be revised at next reprint.

Award : A Certificate of Appreciation

SUGGESTION NO. 62-271: dated 7 March 1962

25X1A

[REDACTED] GS-11, Procurement Officer
OL, DD/S

61-162: dated 7 October 1960

25X1A

[REDACTED] GS-12, Records Mgmt Analyst
Records Mgmt Admin, DD/S

25X1A

Summary : [REDACTED] proposed that a fourth column be added to the Organizational section of the Agency Telephone Directory to provide proper internal mailing addresses, and [REDACTED] proposed that code symbols be written consistently throughout the book in either ascending or descending order.

25X1A

Action Taken : The DD/S approved these improvements on 28 February 1962 which include:

A fourth column to be added to the Directory listing the internal mail address for each component and a consistent system of using office symbols reading from left to right in descending order (Directorate/Division/Branch/Section).

Award : \$50 Award divided equally between the suggesters.

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2 April 1962

MEMORANDUM FOR: The Record

SUBJECT : Agenda for Meeting of Suggestion Awards Committee

1. The CIA Suggestion Awards Committee is scheduled to meet on Tuesday, 10 April 1962, at 2:30 p.m. in 5 E 60, Headquarters.

2. The following items are enclosed for your review:

TAB 1 - Tentative Agenda

TAB 2 - Minutes of last Committee Meeting

TAB 3 - Summary of Suggestions to be considered at this meeting.

TAB 4 - Summary of Minimal Awards

FOR THE CHAIRMAN, SUGGESTION AWARDS COMMITTEE:

25X1A

Executive Secretary

SECRET

Regular Meeting of the Suggestion Awards Committee

Tuesday, 10 April 1962

AGENDA

1. Call to order
2. Minutes of last meeting
 - Motions to accept or amend
3. Report by Executive Secretary
4. Comments by Chairman
5. Discussion by Members
6. Old Business
7. New Business
 - (Vote on suggestions - TAB 3)
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MINUTES OF MEETING

SUGGESTION AWARDS COMMITTEE

28 September 1961

On Thursday, 28 September 1961, at 2:30 p.m., Mr. [REDACTED] substituting for the Director and Deputy Director of Personnel, chaired the regular meeting of the CIA Suggestion Awards Committee in Room 2611, Curie Hall.

25X1A

The following were present:

MEMBERS

[REDACTED]
(DD/P)
(DD/I)

25X1A

(DD/S)

(Security)
(Communications)

DEPUTY DIRECTOR (PLANS)

(DD/P)

OPERATIONS SUGGESTION PROGRAM OF THE DD/P

(DD/P)

SUGGESTION AWARDS COMMITTEE

(Logistics)
(Training)

COMMITTEE (ADMINISTRATIVE)

(Executive Secretary)
(Incentive Awards Officer)
(Incentive Awards Assistant)

MINUTES

The minutes of the Committee meeting held on 29 June 1961 were accepted.

25X1A

MINUTES BY
E CHAIRMAN

[REDACTED] explained that Public Law 763, 83rd Congress, the Incentive Awards Act, was the basis for this Agency's program. He explained that the voting members vote upon the award considerations of a suggestion which are in turn based upon the adoption of a suggestion. He also explained the

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S-E-C-R-E-T

relationships of the Honor and Merit Awards Board and the Suggestion Awards Program. He discussed in a general way that the dividing line is the "line-of-duty" status.

COMMENTS BY
EXECUTIVE
SECRETARY

The Executive Secretary explained that only those cases which have been adopted and recommended for award consideration will be brought to the Committee-- that this procedure has been in effect since authority was given to the Executive Secretary to close out all suggestions which were unanimously recommended for disapproval.

The fact that, in Committee, a unanimous vote of the four voting members including the Chairman is also required to grant an award was discussed as well as the fact that a dissenting vote would be recorded and the case would be referred to the Deputy Director (Support) for arbitration and decision.

As to the delegation of authority regarding sums of money, the Executive Secretary explained that the Chairman is authorized to award suggestions up to and including \$50.00, the Suggestion Awards Committee up to and including \$300.00, the Deputy Director (Support) up to and including \$1,000.00, and the Director of Central Intelligence up to and including \$5,000.00, beyond that the Civil Service Commission is the approving authority. In discussing the "line-of-duty" rules, the formula provided by the Civil Service Commission was explained as well as the new rules pertaining to the higher standards of 1961 in the Suggestion Awards Program. The Minimal Awards procedures were explained to the Committee and that it was intended that a quorum of four persons would convene to rule upon each awards not exceeding \$50.00.

COMMENTS BY
INCENTIVE
AWARDS OFFICER

The Incentive Awards Officer explained that CIA Patents Board cases were reviewed since September 1954 to insure that our inventors received their just due. It was found that some inventors had already received awards; others might deserve awards when their contribution has been evaluated. As a result of the research of all the cases, the Committee's Staff concluded:

1. That invention cases (Form 915) be first routed to the Executive Secretary, Suggestion Awards Committee so that award consideration could be made promptly. (The CIA Patents Board has concurred in this.)
2. That CIA should have a disclosure award system, as has existed in other Government agencies for several years, to encourage employees to report inventions of value to the Government.

S-E-C-R-E-T

The Committee approved the following disclosure award system for inventions that meet these standards:

1. \$50.00 to the inventor when the CIA Patents Board determines that a patent application will be prepared by the Government or the Agency, and
2. An additional \$75.00 to the inventor when and if a patent is issued by the United States Patent Office. (This usually takes about three years after filing of patent application.)
3. Inventors would continue to be eligible for awards based upon both tangible and intangible savings under the Suggestion Awards scales which could either be in addition to the disclosure award or minus the disclosure award depending upon the judgment of the Committee on an individual case basis.

COMMENTS BY

Executive
Secretary

The Executive Secretary explained the Suggestion Awards Program's Organizational structure in the Agency -- its relationships with each echelon, internal panels of the DD/S, the Special Panel and the Clandestine Services Operations Suggestion Program of the DD/P. The Executive Secretary stressed that publicity would be of major importance this year because of the limitations in advertising. One good way would be to build up the award ceremonies so that they would create favorable reactions among the colleagues of the suggester.

25X1A

Comments by [REDACTED]

25X1A

[REDACTED] suggested sending out five copies of each suggestion for evaluation to his office so that he can fan out the requests -- get opinions back which will not have been influenced by previous evaluations -- and expedite the replies.

OLD BUSINESS

25X1A

The proposal of [REDACTED] was referred/ to v12: To have a suggestion exchange among the Agency components -- efforts continue to promote this idea.

SUGGESTION NO. 61-239 - dated 7 December 1960

25X1A

[REDACTED], GS-10, Intelligence Officer
EE, DD/P

SUBJECT: Modification to the system of organizing and filing CI case files.

S-E-C-R-E-T

At the 29 June 1961 Suggestion Awards Committee meeting, the Executive Secretary was asked to resubmit this suggestion to the DD/P for additional study. The Committee questioned the fact that this new filing technique was in fact new. [REDACTED] believed that it had been prescribed for several years.

25X1A

The inquiry revealed that this procedure was not new — it was a refinement of a prescribed filing procedure and had never been used in the suggester's own Division.

Based on these facts, the committee voted a \$30.00 award, which was arrived at as follows:

An advisory award of \$15.00 based upon the fact that the DD/P-RMD had stated that he did recommend a better filing system for Clandestine Services project files. The fact that he will bring this improvement to the attention of all desks in his general instructions, was considered worthy of the \$15.00 Award. As for the advantages to the [REDACTED] Desk, the Committee considered an award of \$15.00 based upon the "Slight-Limited" category, was warranted.

25X1A

COMMITTEE ACTION

The Committee approved the following action for the suggestions indicated.

<u>Suggestion Number</u>	<u>Total Award</u>	<u>Benefits or Savings</u>
60-257, 61-174	\$ 75.00	Intangible Benefits (Mod-Lim)
61-239	\$ 30.00	(Intangible Benefits (Sl -Lim) \$15.00 (Advisory Award - \$15.00)
61-432	\$100.00	Intangible Benefits (Mod-Loc)
62-50	\$100.00	Intangible Benefits (Mod-Loc)
62-58	\$ 75.00	(Tangible Savings - \$800.00) (Intangible Benefits (Mod-Loc)

ADJOURNMENT

The meeting adjourned at 4:25 p.m.

MOVIE SHOWING

[REDACTED] attended the showing of the movie, "The Power of Suggestion" which followed.

25X1A

25X1A

[REDACTED]
EXECUTIVE SECRETARY

S-E-C-R-E-T

S E C R E T

Approved For Release 2000/06/19 : CIA-RDP80-00832A000300030001-0

SUGGESTION NO. 61-407: dated 28 November 1960

25X1A

✓ [REDACTED], GS-12, Research Analyst
OS, DD/S

10 APR 1962

A. Summary of Suggestion

Suggester proposed the following for the streamlining of procedures relative to overt and covert clearance-action files, in the Office of Security.

1. That the cross-referencing process be standardized to permit the cross-referencing of covert cases through the files rather than through the index;
2. That in each covert or overt case where a summary is prepared by the Research and Analysis Branch, a sufficient number of copies of the summary be prepared so that a copy can be placed in each related file by the analyst;
3. That security actions processed by the R&A Branch be considered cross-referenced when copies of the research summary, containing necessary information on both the subject of the action and the related file, are placed in the files of the subject of the action and related files.

B. Committee Action

a. Awarded \$125.00 Interim Award based on Intangible Benefits (Moderate/Local) at the June 1961 Meeting.

b. Reconsideration in one year's time.

C. Recent Developments

- a. It has now been determined that savings amounting to \$5,300 have been realized based on calculated savings in man-hours by abolishing cross-reference forms in overt and Indices sections, savings in file references and conversion of these same man-hours which are diverted to the increased annual work load of 26%. The Branch has been able to handle this without an increase in the T/O. Processing time of each case has been reduced from 7-9 days to 2 days and sometimes to 1 day.
- b. If tangible savings had been considered, Award would be 5% of \$5,300 or \$265.00.

D. Recommendation of the Executive Secretary

Recommend that balance of Award be approved, this date, to equal \$140.00 and that calculated benefits be converted from intangible benefits to tangible savings.

E. Decision of the Committee

✓ Adopted \$140.00 Award
____ Not Adopted

____ Certificate of
Appreciation

10 April 1962 (Major Awards Meeting) S E C R E T

FOR THE RECORD: [REDACTED] moved to grant the Award of \$140.00 as recommended by

Approved For Release 2000/06/19 : CIA-RDP80-00832A000300030001-0

WITNESS FOR THIS CASE: [REDACTED]

25X1A

SUGGESTION NO. 61-385: dated 15 March 1961

25X1A

OC, DD/S, GS-9, Electronics Technician

10 APR 1962

A. Summary of Suggestion

Suggester requested a review of Suggestion No. 58-257, dated 10 December 1957, which proposed that only Kodak paper be used for the Visicorder 906 unless Minneapolis-Honeywell paper is specifically requested by the user, after the notification of the price difference has been made. (Kodak Linograph Direct Print Paper #1090 costs \$4.80 vs. Minneapolis-Honeywell Direct Print Paper costs \$7.10 per roll). He further proposed that only a minimum stock level be maintained since this paper deteriorates after the expiration date.

Note: The paper ordered from Minneapolis-Honeywell is originally produced by Kodak. Minneapolis-Honeywell Co. treats the paper in their own factories. (Suggester found that exposing the paper to light for a short time almost duplicated this process).

B. Summary of Evaluations

1. Chief, Business Machines Services Staff (8 January 1958) stated this appeared worthwhile and recommended adoption if agreeable to the operating component and OL.

2. OL stated on 22 January 1958 that P&D does not use the Visicorder machine; thus they could not comment on the technical aspects of the suggestion. There was no indication in the OL evaluation that the case was discussed with the principal user of the Minneapolis-Honeywell paper, namely the Office of Communications.

3. OL (Supply Division) on 30 March 1961 stated that OC is the cognizant office and were using their present supply of Minneapolis-Honeywell paper until exhausted, then converting to Kodak paper. OL stated that OC made this change in June of 1960.

4. OC (25 April 1961) stated that based upon experience in two of OC's overseas areas, action was taken in early 1960 to place the M-H direct print paper in a limited standard category, replacing it with the Kodak paper. Further investigation made by the Executive Officer, Office of Communications disclosed that the dispatches from the field in early 1960 were initiated by two men who had worked with the suggester in 1957 and knew of his discovery about the less expensive paper. They convinced their field offices to switch to Kodak paper.

SUGGESTION NO. 61-385 (Cont.)

5. OSI has used the Kodak paper for approximately two years. Since men operating this machinery are Commo career service it is assumed that John's original discovery caused them to use the cheaper paper. They have used some 200 rolls of Kodak paper since acquiring the machine.

6. In [REDACTED] where there are six machines, 1200 rolls of Kodak paper were ordered from 20 June 1960 to 20 March 1961; adding the 200 OSI rolls makes a total of 1400 rolls which, multiplied by the price difference of \$2.30 per roll between the M-H and Kodak paper equals a net difference of \$3220.00. These figures do not include use by other machines such as in Commo Security and overseas.

C. Recommendation of the Executive Secretary

1. Not in line of duty.
2. An Award of \$162.00 based on calculated Tangible savings of \$3220.00.
3. Refer suggestion to CSC for dissemination to agencies using the Visicorder Model 906.

D. Decision of the Committee

☒ Adopted \$ 162.00 Award _____ Certificate of Appreciation
☐ Not Adopted

10 April 1962 (Major Awards Meeting)

[REDACTED] moved to grant the Award of \$162.00 as recommended by the Executive Secretary. [REDACTED] seconded the motion.

25X1A

SUGGESTION NO. 61-481: dated 15 May 1961

✓ [REDACTED], GS-14, Chief, Research and
Development Contracts
OL, DD/S

10 APR 1962

A. Summary of Suggestion

Suggester proposed the use of "SPEEDLETTERS" to facilitate communications between Headquarters and certain [REDACTED] Offices in an effort to reduce correspondence costs.

25X1A

The SPEEDLETTER is a three-part, Non-Carbon-Required form. It reduces correspondence workload, provides a ready identification of correspondence requiring a reply, and eliminates many routine clerical operations.

B. Summary of Evaluation

25X1A

The Office of Logistics reports that the SPEEDLETTER was initiated between Headquarters and the [REDACTED] Procurement Office in August 1961. Total SPEEDLETTER volume is now averaging 92 per month. It is rapidly becoming an important communication tool. Furthermore, the SPEEDLETTER sent to a post office box number and serviced daily by Procurement Division personnel, has enabled the Office of Logistics to recommend the elimination of the TWX link. The approximate saving on TWX charges will be \$215 per month or \$2,580 a year.

25X1A

Chief, Industrial Contract Audit Division, Office of the Comptroller also formerly used the teletype facility for sending messages to his personnel located in the [REDACTED] Procurement Office. He is presently using Air Mail SPEEDLETTERS which he claims are more reliable and faster than the old teletype system. The coding delays connected with the teletype caused him to increase the cost by frequently using the telephone.

C. Recommendation of the Executive Secretary

1. Not in line of duty.
2. An Award of \$125 based on tangible annual savings of \$2,580.

D. Decision of the Committee

✓ Adopted \$125.00 Award _____ Certificate of Appreciation
____ Not Adopted
10 April 1962 (Major Awards Meeting)

25X1A

[REDACTED] moved to grant the Award of \$125.00 as recommended by the Executive Secretary. [REDACTED] second the motion.

25X1A

S E C R E T

SECRET

Approved For Release 2000/06/19 : CIA-RDP80-00832A000300030001-0

SUGGESTION NO. 61-487: dated 16 May 1961

10 APR 1962

25X1A

✓ [REDACTED], GS-11, Operations Officer
NE, DD/P

A. Summary of Suggestion

Suggester proposed a standardized check-out list to be used as a guide by Country Desk Officers when transferring their desk duties to a successor. When completed, the list would signify that the Country Desk responsibilities have been comprehensively reviewed, brought to the attention of, and explained to the successor. This list to be signed by both the outgoing and incoming officers and submitted to the Branch Chief for review.

B. Summary of Evaluation

25X1A

[REDACTED], DD/P Coordinator reports the summation of the comments:

25X1A

"Yes - the check list could be useful, but do not make it a regulation."

[REDACTED] regarding the Desk and Case Officer Check-out List was published on 23 January 1962, which implemented this suggestion.

C. Recommendation of the Executive Secretary

1. Not in line of duty.

2. An Award of \$75 based on SLIGHT degree of Benefit with
EXTENDED application.

D. Decision of the Committee

✓ Adopted

\$ 50.00 Award

Certificate of
Appreciation

Not Adopted

10 April 1962 (Major Awards Meeting)

25X1A

[REDACTED] moved to change the category to SLIGHT/LOCAL and grant an Award of \$50.00
second the motion.

SECRET

Approved For Release 2000/06/19 : CIA-RDP80-00832A000300030001-0

10 APR 1962

SUGGESTION NO. IDI 61-501: dated 17 May 1961
NATIONAL SECURITY AGENCY EMPLOYEE NSA NO. 18-61

A. Summary of Suggestion

The suggester proposes that the brushes in the Xerox Copyflow Machine be dry cleaned and used over again. Cost of cleaning is \$12.00 while new brushes cost \$48.00. Thus a \$36.00 savings is effected each time a cleaned set of brushes is installed.

B. Summary of Evaluation

Printing Services Division had five sets of copyflo brushes cleaned, was satisfied, and is adopting this suggestion. Based on yearly consumption a savings of approximately \$2,000.00 the first year will result.

C. Recommendation of the Executive Secretary

1. Not in line of duty.
2. Award of \$100.00 based on Tangible savings of \$2,000.00 a year.

D. Decision of the Committee

✓ Adopted \$100.00 Award _____ Certificate of Appreciation
_____ Not Adopted

10 April 1962 (Major Awards Meeting)

25X1A

25X1A

_____ moved to grant an Award of \$100.00. _____ seconded the motion.

10 APR 1962

25X1A

SUGGESTION NO. 62-26; dated 18 July 1961

██████████, GS-5, File Supervisor
RID, IDP

A. Summary of Suggestion

The suggester proposed a reclassification procedure which insures RID/FILES Section that documents received have been reprocessed by RID/AN and RID/MIS, thereby improving the lost documents situation which directly affects name trace requests. A stamp proposed by the suggester as a solution to the problem is adopted by RID and in the future, RID/FILES will not accept a reclassified document unless it bears this stamp and is properly signed.

B. Summary of Evaluation

1. The procedural improvement, including the stamp designed by the suggester, has been in effect, in RID since 1 September 1961. The survey started by the suggester on his initiative was continued by RID/PPS until mid-September 1961. The continued survey confirmed the suggester's initial findings that approximately 10% of the reclassified documents held in RID/FILES Section were not processed into the new file classification.

2. Not only has this suggestion eliminated many errors but it has also focused attention on reclassified documents held in RID/FILES Section which have not yet been processed into their new file classification.

3. Tangible savings resulting from this suggestion relate directly to the elimination of man-hours required to search for these documents. The average time required to conduct an extensive search is 45 minutes. Past studies revealed that 5% of the documents searched extensively are reclassified documents refiled without reprocessing.

4. Intangible benefits are more pertinent to this evaluation. Most document requests stem from CS operational and U.S. Agency name checks. Such a procedural improvement, which speeds the recovery of information essential to name checks, is of a value transcending its measure in dollars and cents. The extent of application of this suggestion is LOCAL. Although the adoption of the suggestion offers a minor modification of a procedure, the potential value is high. For this reason, RID feels that the suggester should be granted a cash Award of \$100.00.

CONFIDENTIAL

SUGGESTION NO. 62-26 (cont'd)

C. Recommendation of the Executive Secretary

1. Not in line of duty.
2. A total Award of \$100.00 divided as follows: \$50.00 for SLIGHT Degree of Benefit with LOCAL Application and an additional \$50.00 for the potential benefit (high) in Security values.

D. Decision of the Committee

✓ Adopted \$100.00 Award _____ Certificate
_____ Not Adopted _____ of Appreciation

10 April 1962 (Major Awards Meeting)

25X1A

25X1A

_____ moved to grant the Award of \$100.00 as recommended by the Executive Secretary. _____ seconded the motion.

RECLASSIFIED
RI/AN
RI/MIS
RI FILES

10 APR 1962

SUGGESTION NO. 62-64: dated 15 August 1961

25X1A

[REDACTED], GS-13, Section Chief, IR/USSR
OCR, DD/I

A. Summary of Suggestion

Suggester proposed that each Town Folder be reviewed and that the towns with little or no industrial activity, be coded as to types of activity or physical facilities mentioned. The code to be a single letter code or single letter plus additional breakdown such as: A. Agriculture matters, C. Cultural Facilities (Libraries, Museums, Theaters) etc. An alternate suggestion proposed the use of the Industrial Register Category Code used by the Travel Folder Section.

B. Summary of Evaluation

On 20 September 1961, Chief, Industrial Register/OCR reported that this suggestion was considered by the senior staff of the Industrial Register and that the consensus was:

The benefits are limited to the USSR Branch where most requests for Town Folder Files are for mapping, charting and related activities. These files are now hand-searched to determine if information exists on a given non-industrial installation. If the Town Folder listings were content-coded much of this review would be unnecessary.

The suggester's alternate plan of using the Travel Folder code is both feasible and practical. The IR/CR Branch plans to utilize the alternate suggestion.

On 27 March 1962, Chief, IR/USSR Branch verbally reported that this suggestion enabled Industrial Register to discontinue coding and having published the voluminous report, "Index to Travel Folder Observations for the Year". They now merge the index relative to personal observation of travellers with the IR files and can run a listing whenever there is a call for the information. He further stated that this suggestion extended in value to the entire Industrial Register (not to the USSR Branch alone) and to all offices that depend upon it for information.

Also, as a result of this suggestion, the USSR Branch was able to surrender two slots with the incumbents to the WE/WH activity of the Industrial Register. Their salaries, a GS-7 and a GS-9 totalled \$11,790. This may be considered fairly significant because the DD/I had directed IR to take on an additional function and the release of two positions from the USSR Branch was the solution to the problem without an increase in slots or salaries to the overall Industrial Register/s T/O.

S E C R E T

SUGGESTION NO. 62-64 (continued)

C. Recommendation of the Executive Secretary

1. Not in line of duty.
2. \$125 Award based on a MODERATE degree of benefit with LOCAL application.

D. Decision of the Committee

_____	Adopted	_____	Award	_____	Certificate of
<u>✓</u>	Not Adopted				Appreciation

10 April 1962 (Major Awards Meeting)

Committee voted this suggestion as Line of Duty and not eligible for an Award under the Suggestion Awards Program. Recommend case to be referred back to OCR with possible consideration for an Honor and Merit Award or have OCR reaffirm their position that this suggestion is not in line of duty.

25X1A

Motion made by [REDACTED] second[✓] it.

S E C R E T

25X1A

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CONFIDENTIAL

ADDENDUM for INV 62-100 :

NOTE: The Commissioner of Patents ruled that the Government is entitled to a royalty free license to this invention, thus over-ruling recommendation of the CIA Patents Board.

CONFIDENTIAL

CONFIDENTIAL

SUGGESTION NO. 62-100 (continued)

C. Recommendation of the Executive Secretary

1. Not in line of duty.
2. An Award of \$100.00 to be divided equally between the two suggesters (MODERATE/LOCAL)

D. Decision of the Committee

✓ Adopted \$100.00 Award Certificate of Appreciation
 Not Adopted

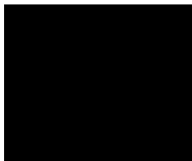
10 April 1962 (Major Awards Meeting)

25X1A

██████ moved to grant the Award of \$100.00 as recommended by the Executive Secretary. ██████ seconded the motion.

25X1A

25X1A



*Called 4-25-62.
Asked if we wanted to More
do see if additional suggesters - 1 year
one for becoming
I agree to do this.*

CONFIDENTIAL

10 APR 1962

SUGGESTION NO. 62-115: dated 29 September 1961
[REDACTED], W-6 (\$3750), Box Assembler
OL, DD/S ([REDACTED])

25X1A

25X1A

A. Summary of Suggestion

The suggester has designed and constructed a positive lock stop device for the cut-off saw table. The device utilized in process of cutting wood lengths provides greater efficiency, less operator fatigue, more accurate measurements and will save an estimated four to eight hours per day depending on the flow of work.

25X1A

B. Summary of Evaluation

This suggestion has been adopted and put into use at the [REDACTED] for approximately six weeks. The suggester has shown a high degree of ingenuity in designing and constructing this device. It was developed on his own time from his own materials.

25X1A

The saving, estimated at \$2500 to \$5000 a year for the present rate of operations at the [REDACTED], is a realistic figure derived from time and motion studies made at the depot by a packing and crating specialist. This device will be furnished to the other Supply Division depots [REDACTED]. It is expected that it could be used to advantage throughout Government and private industry.

25X1A

25X1A

C. Recommendation of the Executive Secretary

1. Not in line of duty.
2. An Award of \$150.00 based on estimated Tangible savings of \$3000. Referral to other Government Agencies for their use and award consideration.

D. Decision of Committee

☒ Adopted \$150.00 Award _____ Certificate of Appreciation
☐ Not Adopted

25X1A

10 April 1962 (Major Awards Meeting)

25X1A

[REDACTED] moved to grant the Award of \$150.00. [REDACTED] second it.

CONFIDENTIAL

SUGGESTION NO. INV 62-142: dated 27 June 1961

[REDACTED], GS-11, Illustrator

10 APR 1962

OTR [REDACTED], DD/S

A. Summary of Suggestion

Suggester invented a slide adapter for the Vugraph Bessler Over-head Projector. The slide adapter is an aluminum rail attached to the projector (Vugraph) with a traversing rack, which rolls on ball bearings. The traversing rack contains space for five Vugraph slides, ready for viewing. Each slide is placed into viewing position by turning a hand wheel (remote control), recently changed to a push button device.

Benefits derived from its use: (1) Material on Vugraph machine is ready for viewing before lecture begins. (2) Instructor can change slide (forward or backward) by remote control. (3) Vugraph can be used with either a rear projection screen or a front reflecting screen. (4) Hand shadows on screen are eliminated. (5) Noise is eliminated from the classroom. (6) Time is saved. (7) The material has a greater impact on the students due to the elimination of distractions.

B. Summary of Evaluation

Chief [REDACTED] stated verbally that this suggestion made their training mission much more effective.

The Suggestion Awards Committee, [REDACTED] calculates that the device has a MODERATE degree of benefit with LOCAL extent of application.

Chief, OTR/Planning Staff states that the Vugraph machine and technique is gaining popularity among many instructors and in many training installations both within and outside of Government. This suggestion eliminates the need for an additional man to operate the projector because it allows the instructor to make the changes of the slides as necessary.

Chief, OL/Visual Aids states there is more modern equipment available on the market but concurs with the values on this particular suggestion as expressed by the Office of Training and [REDACTED].

25X1A

C. Recommendation of the Executive Secretary

1. Not in line of duty.
2. \$100 Award based on a MODERATE degree of benefit with LOCAL application.

NOTE: Patent application, if any, will be submitted through the [REDACTED]

S E C R E T

SUGGESTION NO. INV 62-142 (continued)

D. Decision of the Committee

✓ Adopted \$ 100.00 Award Certificate of
 Not Adopted Appreciation

10 April 1962 (Major Awards Meeting)

██████ moved to grant the Award of \$100.00 as recommended by the Executive Secretary. ██████ seconded the motion.

25X1A
25X1A

10 APR 1962

25X1A SUGGESTION NO. 62-240: dated 25 January 1960

25X1A ✓ OMR [REDACTED], DD/S GS-9, Administrative Officer

A. Summary of Suggestion

Suggester proposed that scrap metal of all kinds, currently being discarded on the dump, be offered for sale to scrap dealers. In addition to the money regained for the scrap metal, the unsightly appearance of the dump is diminished.

B. Summary of Evaluation

25X1A

[REDACTED] Suggestion Awards Committee reported that this suggestion was not adopted, but it triggered an alternative method of salvaging the scrap metal in April 1960.

Based upon the amount of scrap already transported, plus the estimated amount of transportable scrap remaining, minus the cost of labor (\$1,495) involved in handling and loading, we have a gross value of some \$4,150 to the Government; this means a net gain or savings to the Government of approximately \$2,665.

C. Recommendation of the Executive Secretary

1. Not in line of duty.
2. An Award of \$135 based on tangible savings of \$2,665.

D. Decision of the Committee

✓ Adopted \$135.00 Award _____ Certificate of Appreciation
____ Not Adopted

10 April 1962 (Major Awards Meeting)

25X1A [REDACTED] moved to grant the Award of \$135.00. [REDACTED] seconded the motion.

25X1A

S E C R E T

MINIMAL AWARD CASES

4 October 1961

SUGGESTION NO. 60-445: dated 21 March 1961

STATINTL

[REDACTED], GS-11, Acting Chief, Building Supply
OL, DD/S

Summary : Suggester proposed the use of a three-part prenumbered property pass form. This proposal would establish an accounting system for all passes issued.

Action Taken : OL noted that the final decision resulted in a four-part form which combines a property pass with a Hand Receipt, which would control both the operational type property charged to Area Responsible Officers and the administrative property charged to the Building Services Officer. OL further noted that this four-part form is carbonized and is not what the suggester proposed but that credit can be given to him for having stimulated the improvement.

Award : Certificate of Appreciation.

SUGGESTION NO. 60-582: dated 17 June 1960

STATINTL

[REDACTED], GS-12, PI Officer
MPL, DD/1

Summary : Suggester proposed that windows be installed in the doors separating the stairways from the main part of each floor in the Steuart Building to prevent accidents resulting from people approaching the doors from opposite sides and attempting to open them at the same time.

Action Taken : The Steuart Building Security Officer advised that personnel will move to another building after January 1962 therefore, OS and OL agreed on the utilization of signs placed on opposite sides directing personnel to use one door for ingress and the other door for egress in lieu of the glass panels. Suggester did stimulate the improvement.

Award : Certificate of Appreciation.

STATINTL

Approved For Release 2000/06/19 : CIA-RDP80-00832A000300030001-0

Approved For Release 2000/06/19 : CIA-RDP80-00832A000300030001-0

STATINTL SUGGESTION NO. 61-275: dated 9 January 1961
[REDACTED], Jr., GS-11, C/Registration Branch
OCI, DD/I

Summary : Suggester proposed that in the new building there be
one central special intelligence Registry to service
all special intelligence areas.

STATINTL Action Taken : Deputy Chief, Intelligence Information Staff, OCI,
agreed to the statement that this idea is going to
be adopted for the new building and that it will save
manpower in the DD/I and deserves some type of award.
[REDACTED] stated that because it is impossible
to estimate and calculate the savings, that an interim
award in the SLIGHT/LIMITED category (\$25.00) be
made with the understanding that the case will be
reviewed in the spring.

Award : A \$25.00 Interim Award based on Intangible Benefits
(SLIGHT/LIMITED).

STATINTL SUGGESTION NO. 61-348: dated 24 February 1961
[REDACTED] GS-9, CE Analyst
RID, DD/P

Summary : Suggester proposed the steps necessary to "re-locate"
and properly classify the former 202 file material
in RID.

Action Taken : Acting Chief, RID initiated a procedure to record
non-CS copies of sensitive documents surfaced during
the normal processing of 201 dossiers.

RID feels that the suggester did resurface a problem
that caused them to make procedural changes.

Award : A \$25.00 Award based on Intangible Benefits
(SLIGHT/LIMITED).

STATINTL

SUGGESTION NO. 61-423: dated 11 April 1961
[REDACTED], GS-6, Analyst
RID, DD/P

Summary : Suggester proposed a "File Cancellation Form" consisting of a duplicate snap-out type form containing all the information needed to obtain concurrence for the disposition of a dossier. This form would eliminate three steps in the former procedure and also provide a record that the area desk concurred in the cancellation.

Action Taken

: RID had initiated a 201 Review Program on 13 April 1961. A form was developed (July 1961) to replace the cover sheet. The new form was intended for use in the 201 Review Program, but contained a section that applied to the cancellation or closing of 201 dossiers and was immediately adopted for use in the cases where RID/CE recommends cancellation.

Probably the merit of the suggestion (submitted 11 April 1961) would have been recognized and adopted had it been evaluated prior to the institution of the 201 Review Program.

An award based on annual savings of approximately \$360.00 was recommended, in view of the circumstances involved.

Award

: A \$20.00 Award based on Tangible Savings of \$360.00 annually.

STATINTL

STATINTL

SUGGESTION NO. 61-471: dated 28 April 1961
[REDACTED], GS-7, Librarian
OTR, DD/S [REDACTED]

Summary

: Suggester proposed that prepunched mimeograph paper be ordered for use in the Training Courses at [REDACTED] for the handout material.

STATINTL

STATINTL

Action Taken

: Chairman, Suggestion Awards Committee, [REDACTED], stated that this worthwhile suggestion was adopted and has been in use at [REDACTED] since August 1960. It has saved much time.

STATINTL

Award

: A \$25.00 Award based on Intangible Benefits (SLIGHT/LIMITED).

STATINTL

[REDACTED], GS-12, IC Cartographer
ORR, DD/I

Summary : Suggester proposed that a Contact Printer be located with the Cartography Division. The equipment would expedite the construction of maps.

Action Taken : ORR noted that the original suggestion made during 1953 did not then warrant adoption because: a) the type of equipment then available; and b) the nature and volume of work.

On 10 July 1961 an order was placed for a Direct Printer which will fit in with present work requirements. Furthermore, the Printer would have been adopted at this time whether or not the suggestion had been made in 1953.

Award Recommended : Certificate of Appreciation.

Award : Disapproved.

* * * * *

SUGGESTION NO.F 62-34: dated 24 July 1961
[REDACTED], GS-9, Electronic Technician
OC, DD/S

STATINTL

Summary : This suggestion refers to an RS-1 Portable Operating Position.

STATINTL

Suggester proposes that special cabinets be constructed to secure and protect the units when used for [REDACTED] and similar installations. To date five of the suggested cabinets have been constructed and installed [REDACTED] with excellent results.

STATINTL

Action Taken : The Office of Communications notes that "Although many different types of special cabinets and other installations have been prepared in the past, this particular portable operating position was actually used to meet a [REDACTED] requirement. Senior engineers in charge of such installations were enthusiastic over the efficiency of the cabinets and the protection they afforded the equipment. The suggestion offers intangible benefits in the SLIGHT/LOCAL category. An award of approximately \$50 is recommended for the suggester's initiative in meeting an operational requirement."

STATINTL

Award : A \$50 Award based on Intangible Benefits (SLIGHT/LOCAL).

STATINTL

SUGGESTION NO. 62-36: dated 24 July 1961
[REDACTED], GS-7, Intelligence Officer
OO, DD/I

Summary : Suggester proposed some changes in the Process Sheet for OO/C Collections (Form 25).

Action Taken : Contact Division, OO/DDI will adopt the suggestion in part. The benefits derived from the suggestion are intangible. There will be no savings financially nor will there be any change in operating procedure; however, the form will be easier to read and lessen the possibility of error for personnel in the field and in Headquarters.

Award : A \$25.00 Award based on Intangible Benefits (SLIGHT/LIMITED).

STATINTL
STATINTL

SUGGESTION NO. 62-38: dated 27 July 1961
[REDACTED] W-7 (\$2.95 per hour), Grater
OL, DD/S, [REDACTED]

STATINTL

Summary ✓ : Suggester devised an electrically operated continuous belt (line) type conveyor from the table packers location to the sawer in the [REDACTED]. This conveyor, placed in operation 10 July 1961, transmits cargo control tickets used when a carton of packaged material requires a wooden box overpack.

Action Taken : OL investigated and agreed the conveyor reduces man hours formerly required for transmittal of cargo control tickets; eliminates some safety hazards; allows for additional "on-the-job" man hours for table packers.

Award : A \$50.00 Award based on Intangible Benefits (MODERATE/LIMITED).

MINIMAL AWARD CASES

19 December 1961

STATINTL

SUGGESTION NO. 60-501: dated 14 April 1960
[REDACTED], GS-13 OPS Officer
RE, DD/P

Summary : Suggester designed an administrative aid for evacuation purposes. He proposed the conversion of existing metal 3x5 card trays to self-contained evacuation containers.

Action Taken : OS stated that this was an improvement over the present method of preparing the cards for emergency pouching. It would undoubtedly have considerable merit in select stations and bases and should by all means be implemented if an individual chief of a respective unit considers it to be an advantage of the organization to do.

Award : Certificate of Appreciation.

STATINTL

SUGGESTION NO. 61-411: dated 30 March 1961
[REDACTED], GS-7, Analyst
RI, DD/P

Summary : Suggester proposed a rearrangement of the format of Form 362 "Name Check, Document Service, and Partial Consolidation Request" to include perforation below the routing section.

Action Taken : The suggestion stimulated a review of present methods which resulted in procedural changes. These changes eliminated the need for cutting and taping the form each time a consolidation of files is effected.

Award : Certificate of Appreciation.

STATINTL

SUGGESTION NO. 61-456: dated 1 May 1961
[REDACTED], GS-11, GS Officer
FE, DD/P

Summary ✓ : Suggester proposed the establishment of certain safety measures in locations having teletype machines.

Action Taken : GS agreed with the suggestion. A survey was made of the teletype machine and their locations. A Notice was sent to all teletype rooms regarding the safety measures established.

Award : \$25.00 Award based on Intangible Benefits (SLIGHT/LIMITED).

STATINTL

SUGGESTION NO. 61-544: dated 22 June 1961
[REDACTED], GS-5, Intell Asst.
WE-1, DD/P

Summary : Suggester proposed that 201 machine listings be released from RID to the Area Divisions without binding with stiff paper back covers. The area desk would utilize the stiff paper back covers already provided which last approximately two years.

Action Taken : RID stated that re-use of the covers was discussed when the machine listing programs were first initiated but acknowledged the fact that this method of return did not prove entirely successful. DDP Coordinator arranged to have RID place a sticker on each cover reading: "Please return cover to RID Services Branch when no longer needed."

Award : An Award of \$20.00 SLIGHT Degree of Benefit and LIMITED application.

STATINTL

SUGGESTION NO. 61-549: dated 29 June 1961
[REDACTED], GS-9, Supervisor
AF, DD/P

Summary : Suggester proposed a simpler method of destroying the pre-printed cover sheets in RID, DD/P. The essence of his idea was to have check off lists made in order to destroy all the unused pre-numbered routing sheets.

Action Taken : RID studied the problem, did not accept any part of this suggestion, but did institute a change as a result of this study.

Award : Certificate of Appreciation.

STATINTL

Suggestion No. 62-43: dated 3 August 1961
[REDACTED], GS-11, Industrial Analyst
OCR, DD/I

Summary : Suggester proposed that a status symbol "1" be used in the status column to indicate which Town Files contain information of the last five years, and that a status symbol "9" be used to indicate Town Files containing only information dating back five years or more.

Action Taken : DAD/OCR states that although not recommended for adoption, the suggestion stimulated an improvement through the cessation of one procedural step.

Award : Certificate of Appreciation.

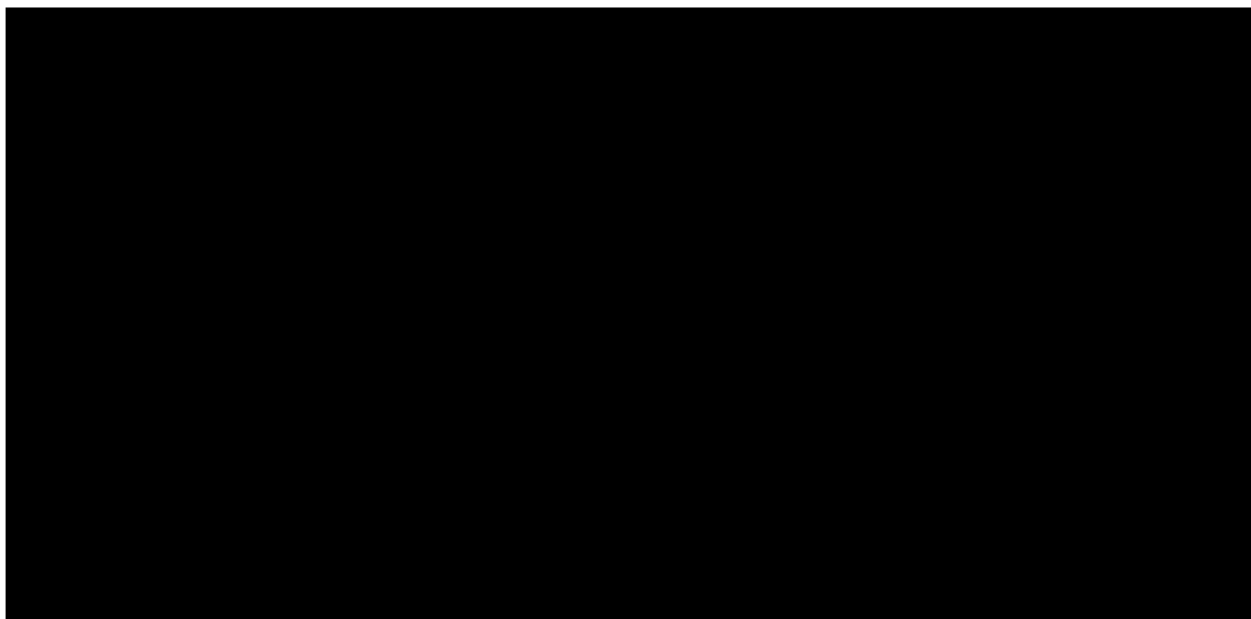
STATINTL

SUGGESTION NO. 62-48: dated 4 April 1961
[REDACTED] GS-5, Clerk Typist
[REDACTED], GS-7, Admin Assist.
OCR, DD/I

Summary : The suggesters proposed that all multi-copy forms requiring typing on both sides be pre-assembled with the correct amount of copies using both MCR (no carbon required) paper and one time snap-out carbons.

Action Taken : C/Records Admin Officer noted that this suggestion represents a minor break-through in forms management technique.

Award : An Award of \$50.00 divided equally between the Suggesters. referral to CSC.



Award : Certificate of Appreciation.

SUGGESTION NO. 62-86: dated 10 September 1961.
 [REDACTED], GS-12, Commo Spec Ops
 CC, DD/S

STATINTL

Summary : Proposal made that individual air-conditioning units similar in size to automobile equipment be installed in (or above) each KW-26 rack (communications equipment). Also, that the exhaust from the KW-26's be ducted to the outside of the operating room or into an existing exhaust duct.

Action Taken : Office of Communications has been aware of problems which arise when KW-26 installations are inadequately cooled. Suggester's proposals have been the subject of frequent discussions between the Agency and the KW-26 project sponsoring agency. In these discussions it was concluded that individual air conditioning for each unit would not be feasible because of the considerable design work and high cost. Office of Communications states that the air conditioning usually carries the KW-26 heat load adequately but in the few problem areas they are considering the installation of ducts as developed by the US Navy. OC states that the suggestion may lead to other improvements in this field of lowering the mean temperature of KW-26 installations, and recommends a Certificate of Appreciation.

Award : Certificate of Appreciation.

STATINTL

SUGGESTION NO. 62-104: dated 22 September 1961
[REDACTED], GS-3, Clerk Typist
OTR, DD/S

Summary : Suggester proposed that the Agency Shuttle Bus
schedule cards be improved by inserting either
a horizontal line or space between every third
or fourth line.

Action Taken : It is planned to republish the schedule when the
move to the new building is completed and to include
the suggested improvement in the schedule at that
time.

Award : Certificate of Appreciation.

7 February 1962

STATINTL

SUGG. NO. 61-470: dated 10 May 1961
[REDACTED] GS-5, Secretary
[REDACTED], GS-4, Clerk-Steno
Compt, DD/S

Summary : Suggesters proposed that a locator board be procured and stocked for all offices so that personnel may indicate their whereabouts when temporarily absent from their offices.

Action Taken : Comptroller's Office noted that the idea has many potential variations, one of which has been in use by their Technical Accounting Staff for at least four or five years - in fact, the TAS version of the locator board may have inspired the suggestion.
✓ Since the principle of the suggestion has some merit, but would have limited application, it is recommended that it be publicized for the benefit of those offices which might find it useful; however, the locator board does not have sufficient merit or general application to justify the expense of procurement and stocking the item.

Award : Certificate of Appreciation.

STATINTL

SUGG NO. 62-2 : dated 3 July 1961
[REDACTED], GS-13, Chief, Military Section,
USSR Branch, FDD
OO, DD/I

Summary : Suggester devised a method of coding an alphabetical name file by using colors, tab positions and a 3 digit code to "permit retrieval of information in many particular categories which, however, are frequently overlapping."

Action Taken : This system was devised and installed by the suggester in his section in FDD. The suggestion was brought to the attention of many offices in the DD/P and DD/I, all of which declined to adopt it. It is not used in any other branches of FDD/OO.
It is a good unsophisticated system, and will be described elsewhere by Records Administration Staff as a result of this suggestion, if and when the occasion demands.

Award Recommended: Certificate of Appreciation.

DISAPPROVED by Committee - concluded suggestion was in line of duty.

SUGG NO. 62-74: dat: 23 August 1961
STATINTL Approved For Release [REDACTED] CIA-RDP80-00832A000300030001-0
EE, DD/P

Summary : Suggester proposed a procedure for tightening the physical control of CS 201 files and have RID discontinue the practice of establishing temporary brown folders for documents received after a 201 has been sent out on temporary loan.

Action Taken : The suggestion stimulated a review of present RID methods which resulted in a procedural change. This change will drastically reduce the number of temporary 201 folders prepared each year, but more important, it will result in getting together all documents on an individual in one folder. The degree of benefit is SLIGHT and the extent of application is LOCAL.

Award : A \$35.00 Award based on Intangible Benefits (SLIGHT-LOCAL).

SUGG NO. 62-119: dated 25 September 1961
STATINTL [REDACTED] WB-8, Truck Driver
STATINTL OL, DD/S [REDACTED]

Summary : Suggester designed and constructed a Cargo Skidding Hook for moving heavy cases from areas which are inaccessible to fork lifts.

Action Taken : OL stated that although the suggestion has been in use at the [REDACTED] for ten months, the Cargo Skidding Hook has been used no more than five or six times. The suggestion offers a slight improvement over present methods but because of its limited use the tangible savings in time and effort are negligible.

Award : Certificate of Appreciation.

SUGG NO. 62-158: dated 19 May 1961
STATINTL [REDACTED] GS-11, Investigator
OS, DD/S

Summary : Suggester proposed that the reproduction necessary for extra copies of Personnel Security Questionnaires for OS be done at the Printing Plant. This procedure to abolish the present system of reproducing the needed copies on thermofax and autostat machines in the Office of Security.

Action Taken : This procedure was inaugurated on 16 June 1961 and has been in continuous operation since that time. The action triggered a study of OS procedures and as a result OS has eliminated one of the six copies of the Personnel Security Questionnaire previously required.

Award : A \$25.00 Award based on tangible savings of approximately \$500.00 for the elimination of one copy.

STA JINTL SUGG NO. 62-171: dated 9 November 1961
[REDACTED], GS-11, Analyst
OCR, DD/I

Summary : Suggester proposed that the present transcript sheet used in recording Model-Type information by the analysts include a column for the 3-digit industrial code to be used in picking up new Model-Type information by the area analysts.

Action Taken : This suggestion has been reviewed by senior representatives of the IR/CR Division and has been found to be of value. It will require only a minor modification of the present procedure and will be put into effect within 30 to 90 days. It will be local in application since use of the "Model-Type" listings is not extensive.

Award : An Award of \$35.00 based on SLIGHT Degree of Benefit with LOCAL application.

S-E-C-R-E-T

28 September 1961

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MEMORANDUM FOR: [REDACTED]

SUBJECT : Agenda for Meeting of Suggestion Awards Committee.

1. The CIA Suggestion Awards Committee is scheduled to meet on Thursday, 28 September 1961, at 2:30 p.m. in Room 2611, Curie Hall.

2. The following items are enclosed for your review:

TAB 1 - Tentative Agenda

TAB 2 - Minutes of Last Committee Meeting

TAB 3 - Summary of Suggestions to be considered at this meeting.

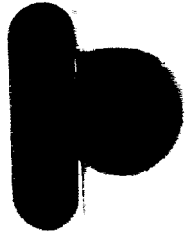
FOR THE CHAIRMAN, SUGGESTION AWARDS COMMITTEE:

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[REDACTED]
Executive Secretary

S-E-C-R-E-T

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(Agenda Cont.)

- B. Explains Public Law 763, Incentive Awards Act
 - C. Explains functions of members (Voting) and the Advisors (Non-Voting)
 - D. Explains functions and relationships of Honor and Merit Awards, Patents and Inventions and Suggestion Awards.
4. EXECUTIVE SECRETARY
- A. Explains kinds of cases which come before Committee and past policy.
 - B. Legal requirements for an unanimous vote and appeals procedure.
 - C. Cash Award limitations and related delegation of authority.
 - D. Line of duty rules.
 - E. Kinds of suggestions which are not processed, and close out procedures on cases unanimously recommended for disapproval.
 - F. Minimal Awards Procedures.
5. INCENTIVE AWARDS ADMINISTRATOR
- A. Explains Inventions and patents and related cash awards.
 - B. Proposes changes.
 - C. Asks Chairman to obtain a vote.
6. EXECUTIVE SECRETARY
- A. Explains Suggestion Awards Program structure in the Agency.
7. CHAIRMAN
- A. Invites discussion.
 - B. States theme for new year, "INCREASED PUBLICITY AND PARTICIPATION"
8. Old Business
- A. Suggestions Not Settled: No. 61-407 -
No. 61-239 -

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(Agenda Cont.)

9. New Business

A. Vote on suggestions attached.

10. Adjournment.

Suggestion Awards Movie, "THE POWER OF SUGGESTION" will be shown
to those desiring to see it in:

Room 154-B 25X1A

Building [REDACTED]

Immediately after the committee meeting.

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2. We have had two Special Panel Meetings - 24 April 1961 meeting, 13 suggestions were considered and \$1150 was awarded. 27 June 1961 meeting, 12 suggestions were considered and \$120 was awarded.

3. As of 29 June 1961, we have in process 8 suggestions dating from 1959, 28 dating from 1960, and 114 for this calendar year, a total of 150 in process.

4. Since August 1960, the Clandestine Services Operational Suggestions Program has received 50 suggestions, closed 40, leaving 10 in process.

5. Under authority granted the Executive Secretary to close out cases which are duplicates or which have unanimous recommendations for disapproval, 107 suggestions have been terminated since 21 April 1961.

PUBLICITY

500 letters were sent, over the Chairman's signature, to employees, both in Headquarters and in the Field whose Entrance on Duty dates were April, May and June of 1959 and 1960. These letters stated that the Agency was interested in the employees views and ideas about ways to improve their work areas and the Agency's activities.

Provided the Office of Security with a draft of a [REDACTED], urging participation. The Notice was sent 10 May 1961.

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Summer posters were distributed to all Agency buildings in the area.

Announcements regarding the Suggestion Awards movie were sent to the OTR Registrar for publicity in the Training Bulletin.

A brief article was sent to the Recreation Association Newsletter, which will appear in the next issue.

PROGRAM DEVELOPMENT

Attended and addressed a TSD staff meeting, at which time seven TSD employees received awards totaling \$1150.

Conducted a training workshop for a Budget and Fiscal training course.

Briefed the Office of Personnel Division Chiefs on the objectives of the Suggestion Awards Program.

Sent the revised Employee Suggestion Form and Evaluation Form to the Office of Personnel Publications for printing.

S-E-C-R-E-T

HIGHER STANDARDS FOR SUGGESTION AWARDS PROGRAM

The Agency has made major changes in the Suggestion Awards Program to make it more responsive to management needs, to eliminate trivial proposals, and to allow for a more effective consideration of the significant contributions:

Higher Standards for Cash Awards: To be eligible for a cash award, a suggestion must result in Tangible Benefits of at least \$50. If a suggestion produces Intangible Benefits, its significance must approximate that of a suggestion of \$50. worth of measurable Tangible Benefit.

Improved Awards Scale: The increased scale provides for payment of a flat 5% of the tangible savings up to \$10,000 and of one-half of 1% beyond \$10,000.

COMMENTS BY
THE CHAIRMAN

The Vice-Chairman announced the transfer of the Suggestion Awards Staff to the Office of Personnel and expressed his regret that Mr. Echols could not attend the meeting.

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██████████ thanked this Committee for this Fiscal Year's work, on behalf of ██████████ and of Mr. Echols. ██████████ also commended ██████████ for her work during the past year.

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Comment by ██████████

██████████ recommended a Suggestion Bulletin for exchange of ideas.

COMMITTEE
ACTION

The Committee approved the following action for the suggestions indicated:

<u>Suggestion Number</u>	<u>Total Award</u>	<u>Benefits or Savings</u>
PI 58-361 59-305	\$ 100	Intangible Benefits (Mod-Loc)
	n.b. To be equally shared by the two suggesters.	
	n.b. Committee recommended an interim Notice to advise all employees of this simplified way to classify documents.	
F 60-326	\$ 150 (Interim)	Intangible Benefits (Mod-Loc)
	n.b. ██████████ appeared as a witness on this case.	
	n.b. Committee recommended, in addition to the cash award, that a commendation be sent to this suggester over the Deputy Director (Plans) signature.	

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(Committee Action cont.)

<u>Suggestion Number</u>	<u>Total Award</u>	<u>Benefits or Savings</u>
60-448	\$ 235.	(Tangible Savings - (\$4,219.38) (Intangible Benefits (Mod-Loc)
61-102	\$ 50	Intangible Benefits (SI-Ext)
61-267	\$ 100	Intangible Benefits (Mod-Loc)
n.b. Also refer to the Civil Service Com- mission for consider- ation of other Agencies.		
F 61-306	\$ 150	Intangible Benefits (Mod-Ext)
61-321	\$ 50	Intangible Benefits (Mod-Lim)
61-400	\$ 170	Tangible Savings - (\$5,700.00)
n.b. To be equally shared by the two suggesters.		
61-407	\$ 125 (Interim)	Intangible Benefits (Mod-Loc)
n.b. [REDACTED] appeared as a witness on this case.		
n.b. Committee asked that it be referred additionally to DD/P components, RI, CI, FI.		
61-445	\$ 100	Intangible Benefits (Mod-Loc)
61-466	\$ 150	Intangible Benefits (Mod-Loc)

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61-239:- dated 7 December 1960
[REDACTED], GS-10, Intelligence Officer
EE, DD/P

Suggester proposed a modification to the system of organizing and filing CI case files.

The Executive Secretary was asked to resubmit this to DD/P for additional study, because the Committee believed that the recommended "Filing Categories" had been a filing requirement for many years.

DIJOURNMENT

The meeting adjourned at 4:00 p.m.

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[REDACTED]
Executive Secretary

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S-E-C-R-E-T

28 September 1961

25X1A SUGGESTION NO. 60-257: dated 18 November 1959 ^S
[REDACTED], GS-13, GS Officer
OS, DD/S

25X1A SUGGESTION NO. 61-174: dated 5 May 1960
[REDACTED], GS-13, GS Officer
OS, DD/S

A. Summary of Suggestions
NO. 60-257

Suggester proposed consolidating the two sets of files in the Identification Section Office of Security. These files contain badge and other security data for all types of Agency employees.

Present Method: One file contains the IBM card on each employee listing names, security file number, badge number, serial number, signature, security violations, etc. The other file contains photographic negatives and pictures of each employee.

Advantages: The proposed system would cut the task of filing by approximately one-half as all of the badging items would be filed in one envelope. This would also eliminate having to search for records in two filing cabinets. It would also save the cost of extra help that is given to the Identification Section to assist in keeping abreast of the present work load.

NO. 61-174

This proposal was substantially the same as 60-257 except that it applied specifically to the new badging program. Once all new badges have been issued these records will be operated as a consolidated file in the Identification Section as proposed in 60-257.

B. Summary of Evaluations

1. No. 60-257

~~S-E-C-R-E-T~~

Chief, Building Security Branch, Physical Security Division, stated:

- a. Advantages: Would eliminate looking two places for the photographs and IBM cards, and lessen confusion during the rebadging operation prior to the move to the new building.
- b. Disadvantages: (1) The envelope will not eliminate the need for a second envelope when storing or shipping negatives. (SAC's comment: Actually the second envelope was eliminated by adoption of Suggestion No. 61-174 above, per [REDACTED], former chairman OS Internal Committee.) (2) Storing the IBM cards and photographs in one large envelope would bend the IBM card since the packet of photo material is thicker and smaller than the card, and a bent card will not process through a machine. (3) The Building Security Branch intends to purchase an automatic roto-file that would permit a seated operator to reach both the IBM cards and the photographs stored in the machine. This roto-file should accomplish in a major part, the end results sought in the suggestion. For the above reasons, the Building Security Branch feels that although the suggestion has merit, it cannot be adopted since the facts against it outweigh those factors for it.

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2. Suggestion No. 61-174

- a. Chief, Physical Security Division, OS stated in part: (1) Suggestion has been adopted. The envelope is designed to fit the IBM Card, which is made up in duplicate, the original being sent to Machine Records Division for making IBM listings of Agency personnel, and the duplicate retained in the IBM Section, ISB/PhysD/OS, as a signed receipt for issuance of Agency Badges and various informational purposes. (2) The envelope will also hold the photographic prints and negatives, and new badges. (3) The new system requires only one filing operation instead of two. The Chief, Identification Section, advised that it would be

S-E-C-R-E-T

SUGGESTION NO. 61-174 (Continued)

very difficult to determine the number of man-hours or the actual dollar savings achieved by the adoption of this suggestion, but the degree of benefit will be moderate with a considerable modification of filing procedures; and the extent of application is considered to be local, affecting only the operations within the Badge Office. (4) The suggester has been assigned to the Building Security Branch as a Special Projects Officer and his work has not been directly related to the daily functions of the Identification Section (Badge Office). One of his main projects concerned the design and fabrication of a new identification badge for Staff Employees. His suggestion arose in connection with this project.

b. Chief, Records Management Staff stated in Part:

(1) The use of an envelope to house the finished badge, film negative IBM card and extra photos will have a direct bearing on efficiency in the Office. This idea brings together three files into one package, making only one file search necessary on any problem or question. In addition, it provides a neat package of standard size for filing. For this idea the suggester should be awarded. (2) The second idea of using the IBM card, which would be inserted into the envelope as a means of identifying the envelope content, is good, but sets up a situation that could cause extra work because there would be no visible markings on the envelope to match up the removed contents. (OS solved this by having the printing plant print names of employees on individual envelopes.)

C. Recommendation of the Executive Secretary

1. Not in line-of-duty. (See memorandum to Chairman, OS Incentive and Suggestion Awards Committee from [REDACTED] former Chairman, dated 14 July 1961) (Attachment "A")

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SUGGESTION NO. 61-174 (Continued)

2. \$75.00 Award based upon Intangible Benefits (Moderate-Limited)

D. Decision of the Committee

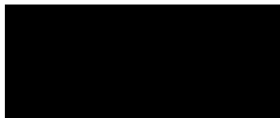
☒ Adopted

75.00 Award

Certificate of Appreciation

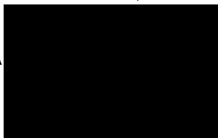
☐ Not Adopted

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records.

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C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

14 July 1961

C-O-P-Y

MEMORANDUM FOR: Chairman, OS Incentive and Suggestion
Awards Committee

SUBJECT : Suggestion #61-174 - Re: Suggested
Revision of Badging Records

STATINTL 1. A question has been raised by the Executive Secretary,
Suggestion Awards Committee, relative to the line of duty status
of [REDACTED]'s suggestion. Based upon available memo-
randa and conversations with individuals concerned, the following
factors pertaining to this suggestion have been ascertained.

STATINTL 2. [REDACTED] first submitted this suggestion 23 November
1959 as Suggestion #60-257, at a time when he was assigned to the
Building Security Branch as a Special Project Officer. However,
he had not been assigned to the Re-badging Project at this time,
nor was he involved either directly or indirectly in the operation
of the Identification Section of the Building Security Branch.
This suggestion was subsequently evaluated and disapproved (attach-
ment "A").

STATINTL 3. The second suggestion (61-174) was received 21 December
1960, and is actually merely a resubmittal of the original sug-
gestion. This suggestion was evaluated and approved for adoption.
This evaluation indicates that [REDACTED], while not involved in
the daily functions of the Identification Section, was assigned a
project to design and fabricate a new identification badge for
Agency employees and that his suggestion arose in connection with
this project. (Attachment "B")

STATINTL 4. It has been ascertained that the Re-badging Project for
STATINTL which [REDACTED] was responsible was set up independent of the
Identification Section. [REDACTED] was to have full responsibility
for fabricating the new badge, and upon completion of the fabrica-
tion process, the new badges with appropriate record data cards

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

C-O-P-Y
C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

would revert to the Identification Section. Thus, as supervisor in charge of the fabrication phase, [REDACTED] was free to initiate any working file system he deemed appropriate. He thereupon utilized the procedure outlined in his suggestion. Upon completion of the fabrication phase of this Project, the Identification Section will receive all the new badges processed, in accordance with [REDACTED] original suggestion. Since to revert to the method presently used by the Identification Section would require a complete reworking of this system, it is safe to assume that [REDACTED] suggested procedure will be carried on by the Identification Section.

STATINTL

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5. It is also to be noted that another evaluation performed by the Chief, Records Management Staff, indicates that one phase of [REDACTED] suggestion, namely the use of an envelope to house the finished badge, film negative, ID Card and extra photos, has a direct bearing on efficiency, provides a neat package of standard size for filing and should be awarded. (Attachment "C")

STATINTL

6. In summary, from the facts outlined above, it would appear that had [REDACTED] suggestion when originally submitted been approved, and at which time he had no direct or indirect supervision over the Identification Section and, therefore, no authority to personally implement his suggestion, the suggestion would not be in line of duty. However, as Re-badging Project Officer, he had the authority to utilize his suggested procedure for working files, which he has done. He still would have no authority to require the Identification Section to retain his system upon completion of the fabrication phase, but the volume of work involved in changing it back to the old badging control method practically assures that it will be implemented by the Identification Section. Here again his lack of authority to require implementation of his system does not rest with him and, therefore, the suggestion would not be in line of duty.

STATINTL

/s/
STATINTL
[REDACTED]

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y
C-O-P-Y

S-E-C-R-E-T

29 June 1961

SUGGESTION NO. 61-239: dated 7 December 1960

[REDACTED] GS-10, Intelligence Officer
EE, DD/P

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A. Summary of Suggestion

Suggester proposed a modification to the system of organizing and filing CI Case Files. Her plan is to have the 201 File as the basic file for each case. Once the basic file is opened, appropriate subdivisions within the 201 would be established, coupled with a numbering system to fit into the Document Locator System. Since each case is unique, subdivisions could be opened at the will of the case officer, (some might require a section on Communications, some on Liaison, etc.).

The former method was to open a 201 File on the main individual in the case, then add to this 201 File, mixing together what was properly 201 material, operational reporting, production, personality information, etc.

B. Summary of Evaluation

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The suggester's system is now in operation in the EE Division. In addition, the DD/P RMO states: [REDACTED]

"This suggestion is being worked into a somewhat 'grand scheme' to provide filing guidance across the board. Since it has been agreed to in principle by a CI Staff representative and the RMO, and clearly solves the problem in the Division where it is in use, there is no question but that the essential portions of the suggestion will be adopted and put into effect."

"The suggester has shown considerable initiative in designing this system and in putting it in effect in her own [REDACTED]"

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[REDACTED], Deputy Chief, [REDACTED] states: "This is a notable improvement which combines two advantages:

25X1A

1. An improved personality index which enables case officers to find names quickly and efficiently.
2. More organized and faster access to other operational material. (It also meets the requirements of the CS Records Retrieval System)."

S-E-C-R-E-T

S-E-C-R-E-T

SUGGESTION NO. 61-239, continued

25X1A

██████████ also said that this new system has proved significantly advantageous for recording a new, complicated Operational Project. Five people have been assigned to the one project and Mr.

25X1A ██████████ said that if the files had been organized according to the old system he would have needed one more GS-5 clerk at \$4,345 per annum.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty
2. \$100.00 Interim Award based on Intangible Benefits (Moderate-Local).
3. Reconsider the case in one year to determine the full value of implementation within the entire DD/P.

D. Decision of the Committee

_____ Adopted	_____ Award	_____ Certificate of
_____ Not Adopted		Appreciation

SEE ADDENDUM-NEXT PAGE



25X1A

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C-O-N-F-I-D-E-N-T-I-A-L

28 September 1961

SUGGESTION NO. 61-432: dated 18 April 1961

25X1A

[REDACTED] GS-11, Audio Technician

10/11 - 150

A. Summary of Suggestion

Proposal:

That an external power connector be added to the MP-4 series terminal boxes. This is for use with DC (not AC current).
Note: The MP-4 is an amplifier used to boost the audio signal so that it may be recorded better.

Advantages:

This improvement will eliminate the need for unscrewing and rescrewing the terminal boxes of the MP-4 series. Also, the task of inserting and removing the six flashlight batteries will not be necessary on permanent installations as external batteries will be used instead.

The external power connector will save about 35 minutes for the preparation and testing of each unit for acceptance or shipping test. Similar savings will be realized when the equipment is received in the field and also when it is checked again before operational use.

B. Summary of Evaluation

As a result of this suggestion, TBB ordered 200 units of SWA-6s (external power connector to the MP-4). Thus far 100 units have been received from the contractor.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$100.00 Award based on Intangible Benefits (Moderate-Local)

D. Decision of the Committee

Adopted
Not Adopted

100. Award

Certificate of Appreciation

25X1A

he'ds. as Rec.

28 September 1961

SUGGESTION NO. 62-50: dated 6 April 1961
25X1A [REDACTED], GS-12, Budget Officer
OS, DD/S

A. Summary of Suggestion

The suggester recommended that Confidential Correspondents engaged by Special Agents in charge of Office of Security [REDACTED] Offices be reimbursed for their claims directly through check issued by the SAC on his revolving fund. 25X1A

25X1A Former Method: Due to security and cover restrictions, vouchers from correspondents were processed through the Office of Security [REDACTED] Office to Deputy Director, Investigations and Operational Support, Coordination and Review Branch, thence to Budget and Fiscal Branch, Office of Security. Postings and records were compiled before the documents were sent to Finance Division, Office of the Comptroller for audit, certification, and other steps necessary to have a covert check issued. Checks issued were forwarded through the Office of Security and then to the [REDACTED] office concerned for further transmittal. This process required additional records and correspondence. 25X1A

New Method: Effective 1 July 1961, with the concurrence of the Comptroller and all required divisions in the Office of Security, the system proposed by the suggester was adopted.

B. Summary of Evaluation

Chief, Administration and Training Staff/OS states that the following advantages will occur:

1. Abolishment of about 135 files in the OS/Budget and Fiscal Branch.
2. Elimination of posting approximately 80 vouchers monthly.
- 25X1A 3. Termination of processing approximately 80 checks monthly by the Finance Division and separate transmittal of the checks to the [REDACTED] Offices.
- 25X1A 4. Consolidation of the entire record of expenses by each [REDACTED] office into a single monthly report.
5. Reduction of reimbursement time from almost one month to three or four days. This should certainly improve the attitude that professional people we engage have toward our financial procedures.

S-E-C-R-E-T

SUGGESTION NO. 62-50 (Continued)

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$100.00 Award based on Intangible Benefits (Moderate-Local)

D. Decision of the Committee

Adopted

Not Adopted

100.00
 Award

 Certificate of Appreciation

25X1A

*Moves 100.
record.*

S-E-C-R-E-T

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

28 September 1961

SUGGESTION NO. 62-58: dated 14 August 1961

STATINTL

[REDACTED] E-3, Packer Foreman
OL, DD/S [REDACTED]

STATINTL

A. Summary of Suggestion

Suggester devised an improved production method for the cutting and handling of polystyrene expanded foam used in warehouse packing operations. He advocated that for large scale packing operations, an existing band saw be used to allow for a maximum depth cut of six inches. He also proposed that the machine be modified with an adjustable metal fence to provide true cutting guides. (

STATINTL
STATINTL

Adopted at [REDACTED] in early August 1961 and at [REDACTED] in September 1961.)

STATINTL

Prior to adoption of this suggestion, the warehouse used an electric table saw with a knife blade with a maximum depth cut of two inches. (This equipment will continue to be used for cutting single sheets of foam for packing extremely small and delicate equipment.)

B. Summary of Evaluations

1. Supply Division found it not only improved the mechanical operation of cutting foam but also packing operation procedures as follows:
 - a. One man now precuts foam for all packers, thus reducing waste of material by limiting each packer in the size and quantity of foam used.
 - b. Reduces time packers are away from packing tables to cut foam for their own use.
 - c. The band saw is safer to use than the knife blade which, up until adoption of this suggestion, was used for all foam cutting.
2. OL estimates that savings of materials and man hours as a result of this suggestion will be about \$800 annually.

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUGGESTION NO. 62-58 (Continued)

3. Results of SAS investigation of this case:

- a. a. This suggestion placed foam packing operations on a production basis in the warehouse. Before this proposal was adopted, they were using one single sheet at a time in the table saw equipped with a knife blade; use of the band saw machine permits placing five or six sheets at a time within the cutting guides.
- b. While a cash award of \$40 would be warranted based upon tangible savings of \$800 in the [REDACTED] alone it is also recommended that intangible benefits of Moderate-Local (\$25-50) be applied because of adoption at [REDACTED] better safety and just the general development of a better production method. Total award recommended \$75.00.

STATINTL

STATINTL

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.

2. \$75.00 award based upon:

\$40 - based upon tangible savings of \$800 annually in [REDACTED]

\$35 - based upon intangible benefits of Moderate-Local as explained in 3b, above.

STATINTL

D. Decision of the Committee

☒ Adopted

☐ Not Adopted

75.00 Award

Certificate of
Appreciation

STATINTL

75.00
Nedus. 75.00
Rec'd.

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

29 June 1961

25X1A

MEMORANDUM FOR: [REDACTED]

SUBJECT : Agenda for Meeting of Suggestion Awards Committee.

1. The CIA Suggestion Awards Committee is scheduled to meet on Thursday, 29 June 1961, at 2:30 p.m. in Room 2611, Curie Hall.

2. The following items are enclosed for your review:

TAB 1 -- Tentative Agenda

TAB 2 -- Minutes of Last Committee Meeting

TAB 3 -- Summary of Suggestions to be considered at this meeting.

TAB 4 -- Summary of Minimal Awards

FOR THE CHAIRMAN, SUGGESTION AWARDS COMMITTEE:


25X1A

[REDACTED]
Executive Secretary

Regular Meeting of the Suggestion Awards Committee

Thursday, 29 June 1961

AGENDA

1. Call to Order
 2. Minutes of last meeting ✓
 3. Report by Executive Secretary
 4. Comments by Chairman
 5. Old Business
 6. New Business
(Vote on Suggestions Attached)
 7. Adjournment
- 

25X1A

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c. Since August 1960, the Clandestine Services Operational Suggestions Program has received forty-three suggestions, closed thirty suggestions, and has thirteen in process.

d. Under authority granted the Executive Secretary to resolve cases which are duplicates or which have unanimous recommendations for disapproval, 83 cases have been terminated since 23 February 1961.

e. Publicity We have shown the Power of Suggestion to Management Training Courses, Budget and Fiscal Officers' Course, Junior Officer Trainee Course and to Clerical Training Program. Some 150 DD/P persons in I, J, K, and L Buildings have seen the movie through special invitations.

We have distributed Incentive Awards News Notes to all our Coordinators.

We have sent out forty-five Anniversary Cards to former Suggestion Awards winners.

Manned a booth at the Support Exhibit, and discussed the Program with many students.

Attended Ceremonies in Office of Security, Comptroller's Office and in Records Integration Division.

Prepared up-to-date consolidated lists of Suggestion Awards winners for our Committee members -- (handed out this date)

Have also prepared a publicity letter for the Chairman's signature, addressed to personnel on the occasion of their first and second Entrance-On-Duty Anniversary dates.

f. Program Development

Met with [REDACTED] to launch an internal OCR Suggestion Awards Program.

Visited [REDACTED] and conducted a workshop for the Public Works personnel and showed them a work simplification movie. Also presented a lecture and discussion to Staff personnel -- showing them Agency movies.

The Chairman submitted a plan to the Comptroller whereby "Directionalized Suggestions" would be invited from Budget and Fiscal persons to aid the programming of the new 501 Computer.

Staff activities - Attended Civil Service Commission conferences and reviewed several Suggestion Award films made by private industry and Department of Defense.

25X1A

g. Our favorite suggester, [REDACTED] who revolutionized the project and program reporting system, for which this Committee paid a \$450 Award, has since submitted a significant proposal to revolutionize Government Budget reporting -- briefly he proposes that Budget reports be on a five-year basis instead of a three-year basis.

25X1A The Bureau of the Budget is reacting (timidly) to the proposal; but the suggester, undaunted, is obtaining help in writing his proposal from [REDACTED] the Agency expert on "writing techniques." We have high hopes for this one too.

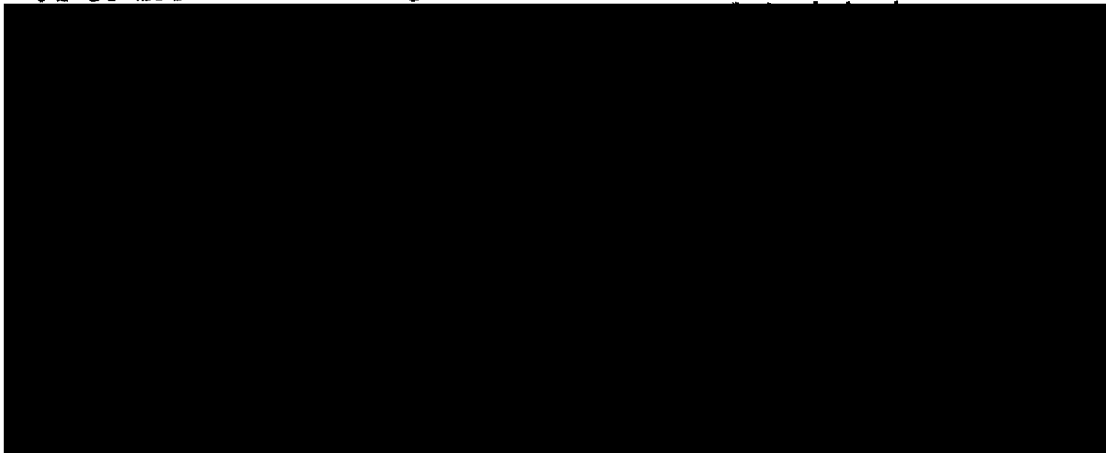
Committee
tion The Committee approved the following action for the suggestions indicated:

<u>Suggestion Number</u>	<u>Total Award</u>	<u>Benefits or Savings</u>
61-172	\$ 40	Tangible Savings - \$764.92
F 61-246	150	Intangible Benefits (Mod-Loc)
61-254	35	Intangible Benefits (SI-Loc)
61-292	50	Intangible Benefits (SI-Loc)
61-340	75	Intangible Benefits (Mod-Lim)
F 61-354	50	Intangible Benefits (SI-Loc)
61-391	60	Tangible Savings - \$1,233

Certificate of
Appreciation

To the Supervisor.

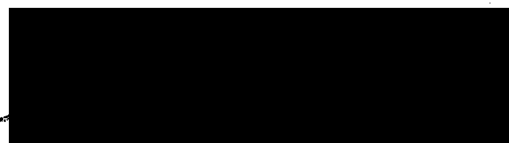
PI 60-203 - dated 13 August 1959



25X1A

Adjournment The meeting adjourned at 3:20 p.m.

25X1A



Executive Secretary

Approved

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25X1A


Chairman
Suggestion Awards Committee

25X1A


Acting Chairman
Suggestion Awards Committee

S-E-C-R-E-T

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S-E-C-R-E-T

Approved For Release 2000/06/19 : CIA-RDP80-00832A000300030001-0
29 June 1961

SUGGESTION NO. PI 58-361: dated 25 February 1958
25X1A [REDACTED], GS-9, Admin. Assistant
Office of the DCI

Suggestion No. 59-305: dated 9 February 1959
25X1A [REDACTED] GS-7, Secretary
WH, DD/P

*Approved
Pauline*

A. Summary of Suggestion

*spid
figures*

1. Suggester proposed the use of a machine similar to the charge-a-plate to classify all copies of typed material at one time prior to removal of the carbon paper. The three most-used classifications, i.e., CONFIDENTIAL, SECRET, and TOP SECRET would be used. These stamps would be inked from a common container on the machine, thereby inking the original of the typed document — the carbon would be classified by pressure and therefore would be carbon colored.

2. Suggester proposed that the official classification of all documents be typed at the top and bottom of pages (original and carbon copies) i.e., S-E-C-R-E-T and C-O-N-F-I-D-E-N-T-I-A-L, as the document is being prepared. TOP SECRET would continue to be shown in red stamp as in the case of cable preparation.

B. Summary of Evaluation

1. Suggestion No. 58-361 contributed toward the favorable consideration of No. 59-305 in that OS agreed that carbon imprints from the machine stamp on second and succeeding copies of documents would be permitted except for TOP SECRET papers. Although 58-361 was not adopted because an economical machine could not be produced, the exception to marking in red that was granted established a precedent and directly resulted in favorable consideration of 59-305.

2. Security Handbook [REDACTED] (in publication) governs the type-written classification of documents. The Handbook states, in part; "When many copies of a document (not normal correspondence) are typed rather than reproduced by other means, the use of hyphenated classifications for efficiency purposes is permitted for material which is to remain in the Agency." (See Attachment "A")

3. Business Machines Staff evaluates this as a major change but with limited potential value and only local in application.

4. Records Management Staff prepared proposed changes to Regulation [REDACTED] for implementation of Suggestion 59-305 and rated the case as Moderate-Local.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.

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S-E-C-R-E-T

Suggestions 58-361 and 59-305 Continued

2. \$100.00 Award based on Intangible Benefits

\$50.00 Award to [REDACTED]

Sugg. 59-305

25X1A

\$50.00 Award to [REDACTED]

for Sugg. 58-361

D. Decision of the Committee

☒ Adopted

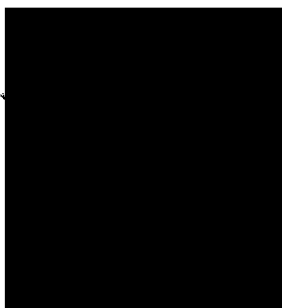
ask 12/18
100 Award

☐ Certificate of Appreciation

Publication to get out a release on this.

☐ Not Adopted

25X1A



move records.

Request all interview notes be published by 12/15

C O P Y C O N F I D E N T I A L C

25X1A

25X1A

SECURITY
1960

d. METHOD OF MARKING

- (1) Defense classifications shall not be preprinted on blank paper except with the approval of the Director of Security.
- (2) The classification of documents shall be marked preferably in red by the use of a rubber stamp, stencil, classification plate, or other appropriate means, except manuscripts prepared for photographic reproduction. In such instances the classification shall be marked in black or other color suitable for photographic reproduction.
- (3) Printed documents including charts, maps and drawings shall bear the appropriate classification in type which is conspicuously larger than the type used to reproduce the text of the document.
- (4) The classification of information to be reproduced from stencils ditto masters, duplimats or other similar media may be typed onto the master in all capital letters and hyphenated, eg., S-E-C-R-E-T, C-O-N-F-I-D-E-N-T-I-A-L. When many copies of a document (not normal correspondence) are typed rather than reproduced by other means, the use of hyphenated classifications for efficiency purposes is permitted for material which is to remain in the Agency.
- (5) Blank forms may be preprinted with a classification under the following circumstances:
 - (a) When the incompletd form is not in itself considered classified and the words "when filled in" are printed below or to the right of the preprinted classification. These incompletd forms will be handled and stored as unclassified material.
 - (b) When the incompletd form is in itself considered classified and is preprinted with its appropriate classification. These blank forms will not contain the words "when filled in" and will be handled and stored according to their classification.

ILLEGIB

When the incompletd forms are unclassified but should be handled as controlled matters, an appropriate control stamp may be preprinted to indicate that special handling and storage are required by regulations.

C-O-N-F-I-D-E-N-T-I-A-L

25X1A

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Next 2 Page(s) In Document Exempt

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SUGGESTION NO. 61-102: dated 26 August 1960
25X1A [REDACTED], GS-9, Operations Officer
IO, DD/P

A. Summary of Suggestion

Suggester designed a form which would enable a case officer or clerk to record and determine the status of a given agent at any time for DD/P operational use. This form, to permit quick reference, would eliminate the time-consuming job of pulling individual 201's.

In the past, case officers kept individual bootleg forms for recording information about their respective areas of interest.

Now, with a standard DD/P form, the case officer can turn his desk over to a new man with a ready reference which will indicate Headquarters action and a brief summary of the agents' status.

B. Summary of Evaluation

As stated by the suggester, case officers did use individual bootleg forms as a solution to this common problem. The Forms Management Branch, in conjunction with the DDP/RMO, will issue a standard form (Agent Clearance Record) which encompasses the intent of the suggestion. This form covers thirty items, with provision for optional items, and more than covers the items suggested.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$50.00 Award based on Intangible Benefits (Slight-Extended) *local?*

D. Decision of the Committee

☒ Adopted *50* Award _____ Certificate of Appreciation
____ Not Adopted

29 June 1961

SUGGESTION NO. 61-239: dated 7 December 1960

25X1A

[REDACTED], GS-10, Intelligence Officer
EE, DD/P

A. Summary of Suggestion

Suggester proposed a modification to the system of organizing and filing CI Case Files. Her plan is to have the 201 File as the basic file for each case. Once the basic file is opened, appropriate sub-divisions within the 201 would be established, coupled with a numbering system to fit into the Document Locator System. Since each case is unique, sub-divisions could be opened at the will of the case officer, (some might require a section on Communications, some on Liaison, etc.)

The former method was to open a 201 File on the main individual in the case, then add to this 201 File, mixing together what was properly 201 material, operational reporting, production, personality information, etc.

B. Summary of Evaluation

25X1A

The suggester's system is now in operation in the [REDACTED] Branch, EE Division. In addition, the DD/P RMO states:

"This suggestion is being worked into a somewhat 'grander scheme' to provide filing guidance across the board. Since it has been agreed to in principle by a CI Staff representative and the RMO, and clearly solves the problem in the Division where it is in use, there is no question but that the essential portions of the suggestion will be adopted and put into effect."

"The suggester has shown considerable initiative in designing this system and in putting it in effect in her own [REDACTED]"

25X1A
25X1A

25X1A [REDACTED] Deputy Chief, [REDACTED] states: "This is a notable improvement which combines two advantages:

- "1. An improved personality index which enables case officers to find names quickly and efficiently.
- "2. More organized and faster access to other operational material. (It also meets the requirements of the CS Records Retrieval System)"

25X1A

[REDACTED] also said that this new system has proved significantly advantageous for recording a new, complicated Operational Project. Five people have been assigned to the one project and [REDACTED] said that if the files had been organized according to the old system he would have needed one more GS-5 clerk at \$4,345 per annum.

25X1A

SUGGESTION NO. 61-239, continued

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$100.00 Interim Award based on Intangible Benefits (Moderate-Local)
3. Reconsider the case in one year to determine the full value of implementation within the entire DD/P.

D. Decision of the Committee

☐ Adopted ☐ Award ☐ Certificate of Appreciation
☐ Not Adopted

*Regr back to HQ/P.
because this procedure was
already in effect in
the company*

25X1A



ask

29 June 1961

SUGGESTION NO. 61-267: dated 4 January 1961

25X1A

[REDACTED] GS-11, Electrical Engineer
OC, DD/S

*Patentable
125*

A. Summary of Suggestion

Suggester proposed that the character arrangement of the standard teletype machine be changed to conform with the binary code and that processing of the binary coded decimal be unchanged.

This direct readout of the binary coded decimal is implemented by re-arranging the basket on the M-15 or M-19 teletype machine. This basket can be used on either machine to make it into a BCD to D converter.

Under the former method, processing numerical information by machine required information in binary-coded decimal form. In order to obtain comprehensible information from the machine, it was necessary to convert the binary coded decimal to decimal form.

Under the proposed method, it takes approximately one hour for a person unfamiliar with the character box of the M-28 to transpose characters. A person with experience can do the transposing in a few minutes. Suggester reports that a special binary code, which produces a punched tape at 600 wpm, was run into an M-28 machine with a coded box and the system worked perfectly.

B. Summary of Evaluation

The Office of Communications, the only area of the Agency where this suggestion applies, states that this suggestion has been operated on a practical basis in connection with electronic studies. The suggestion has been fully implemented with gratifying results.

The suggestion represents considerable modification of an operating procedure, has a high potential, and affects the work in at least one Branch of the Agency.

It is also suggested that the process be circulated to other government agencies for their possible use.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$100.00 Interim Award based on Intangible Benefits (Moderate-Local)
3. Refer to Civil Service Commission for consideration of other Agencies.

D. Decision of the Committee

☒ Adopted

100.00 Award
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☐ Not Adopted

25X1A

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Approved For Release 2000/06/19 : CIA-RDP80-00832A000300030001-0

29 June 1961

SUGGESTION NO. 61-321: dated 20 April 1961

STATINTL

[REDACTED], GS-11, Intelligence Officer
FDD, OO, DD/I

A. Summary of Suggestion

Suggester proposed the construction and use of a small portable sound booth which can be placed on a desk or table to reduce the amount of sound from conversation, telephones, typewriters and other noisy machines.

The soundproof booth consists of two parallel walls and a back (like a box from which top, bottom and one side have been removed). The booth is portable, inexpensive (less than \$9.00) and small so that ample working space is available on the desk.

B. Summary of Evaluation

STATINTL

The Deputy Chief, Europe/[REDACTED] OO/FDD, reports that where a dictaphone or tape recorder is used on an infrequent basis in a room occupied by others, and where there is noise which can interfere with recording or listening, the suggested booth can be used to advantage. When a projector or other equipment is operating in a room, the booth will help eliminate noise which interferes with either the movie sound track or conversation. The suggested item is highly desirable when large rooms are occupied by many employees and some degree of privacy is desirable for a limited period by personnel working with sensitive documents.

Tests prove that the booth reduces the amount of background noise picked up by recording devices and does aid in muffling the noise of operating machinery. The principal benefit of the booth is efficiency of operation and the production of a more useable product for the ultimate consumers, i.e., a translation dictated on dictabelts in an area where background noise is reduced is much more audible to the listener, thus reducing the need for re-running the belt or re-checking with the translator.

The degree of benefit is moderate and the extent of application, local. An award of \$125.00 is recommended.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.

2. \$50.00 Award based on Intangible Benefits (Moderate-Limited)

D. Decision of the Committee

☒ Adopted

☐ Award

☐ Certificate of Appreciation

☐ Not Adopted

29 June 1961

SUGGESTION NO. 61-400: dated 29 March 1961

25X1A

[REDACTED] Microphotographer
[REDACTED], GS-4, Microphotographer
OCR, DD/I

A. Summary of Suggestion

Suggesters report that in the Machine Division/OCR, all documents microfilmed must be identified on the microfilm reel by a consecutive number. This number is entered by microfilming a sequentially numbered flash card (numbered 1 through 250) just ahead of the document. To complete the process, the reel number and flash card number must be written on the document cover sheet and corresponding code sheet. Documents are microfilmed in batches of 15 to 18 documents each. When a batch is completed, the reel and flash number entries made on the document and code sheets must be verified. The reel number and flash number are used to correlate microfilm images with aperture cards during mounting operations and to locate documents in the Vital Materials copy of the microfilm.

Suggesters proposed that a stamping device be installed to stamp reel and flash numbers on the documents. The stamper would consist of numbers from 1 through 250 and a stationary D with a space for a five digit reel number. The flash numbers will change automatically, and at the same time a corresponding flash, built in the camera board and legible without the use of a microfilm viewer, will automatically be placed in a position to be shot.

B. Summary of Evaluation

The Chief, Machine Division, OCR reports that this suggestion has stimulated thinking in regard to the over-all flash number and page count recording system. As a result, a flash-number recorder will be installed in the camera bed coupled with a numbering stamp that will record both flash number and page counter. In operation, the flash number will be filmed and automatically registered in the numbering stamp, together with the page count. After filming a document, both numbers will be stamped by the camera operator on the document cover sheet and code sheet.

With installation of the stamping device, recording flash and page count will be done by the camera operator, thus cutting the assistant's work in half. It will enable one assistant to prepare material for two cameras. With three cameras in full-time operation, a saving of approximately \$6,000 a year (base pay of one and a half GS-4 operators) will be realized. The time saved can then be passed on to another microfilming operation presently pending.

S-E-C-R-E-T

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SUGGESTION NO. 61-400 (Continued)

C. Recommendation of the Executive Secretary

1. Not in line-of-duty. 5700-
2. \$175.00 Award based on Tangible Savings of \$6,000 to be
equally shared by the two suggesters.

D. Decision of the Committee

☒ Adopted \$1170.00 Award _____ Certificate of Appreciation
☐ Not Adopted

Approved For Release 2000/06/19 : CIA-RDP80-00832A000300030001-0

S-E-C-R-E-T

29 June 1961

SUGGESTION NO. 61-407: dated 28 November 1961

25X1A

[REDACTED], GS-12, Research Analyst
OS, DD/S

A. Summary of Suggestion

Suggester proposed the following for the streamlining of procedures relative to overt and covert clearance-action files, in the Office of Security.

1. That the cross-referencing process be standardized to permit the cross-referencing of covert cases through the files rather than through the index;
2. That in each covert or overt case where a summary is prepared by the Research and Analysis Branch, a sufficient number of copies of the summary be prepared so that a copy can be placed in each related file by the analyst;
3. That security actions processed by the R&A Branch be considered cross-referenced when copies of the research summary, containing necessary information on both the subject of the action and the related file, are placed in the files of the subject of the action and related files.

B. Summary of Evaluations

This suggestion established one standardized system for cross referencing in the Office of Security, and abolished two other systems previously in use.

The Acting Chief, Security Records Division reports that the placement of copies of summaries in the related files, instead of using cards for cross referencing, is an advantage to all offices within Security charged with the responsibility of granting clearances or of disseminating information on individuals to other components of the Agency, or to other members of the Intelligence Community.

The suggestion was adopted 1 April 1961. It reduced case processing time by eliminating double handling in the Index Section. The Acting Chief, SRD, states that each of the 425,000 cases in the Division is consulted about once a year. It has also been estimated that the Office of Security opens some 25,000 new cases annually. Research and Analysis Branch, as well as other components of the Office of Security now avoid making repetitious summaries.

This suggestion also makes possible the destruction of some 500 reference cards a year in the Index Section, where a summary was also prepared for the subject files. The significant intangible value is that the clearance process is expedited.

SUGGESTION NO. 61-407 (Continued)

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.

2. \$125.00⁺ Award based on Intangible Benefits (Moderate-Local)D. Decision of the Committee☒ Adopted125.00⁺ Award☐ Certificate of Appreciation☐ Not Adopted

Refer To R.I
C.I

Biog. Reg. also

and outside agency do

Chairman thinks it should be an intangible award.

Should have sent it To R.I
+ To C.I

+ Biog.

Calculate Tangible Savings also

29 June 1961

SUGGESTION NO. 61-445: dated 26 April 1961

25X1A

25X1A

[REDACTED], \$2.52 per hour (GS-6)
[REDACTED] OL, DD/S

A. Summary of Suggestion

Suggester designed an attachment for the Rite-Size Box Making Machine which permits making a regular slotted carton, without a top.

Under the former system, when the top flap of a carton had to be removed to provide a fibreboard tray or carton, a table saw, completely separate from the carton-making machine was used.

B. Summary of Evaluation

This suggestion was adopted for use in the [REDACTED] in 1958. The Acting Chairman of the OL Internal Panel reports that this suggestion was so well received by the manufacturer that the company is now telling its other customers of the advantages. This attachment now enables the warehouse to fabricate all types of fibreboard containers, an impossibility before.

25X1A

The attachment is of moderate benefit and local application, and may be of use to other government agencies, i.e., Army, Navy, and Air Force.

C. Statement of the Executive Secretary

Although this suggestion was submitted after the prescribed two-year limitation, the suggester states that when the modification was developed, he was unaware of the Suggestion Awards Program. A few months ago, a representative of the Suggestion Awards Committee visited [REDACTED] and conducted a workshop on the Program. After that, two [REDACTED] employees were presented awards at a large Suggestion Awards Ceremony in his department. At that time the employees were asked to think of any improvements they might have developed which could be submitted to the Suggestion Awards Committee for award consideration.

25X1A

D. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$100.00 Award based on Intangible Benefits (Moderate-Local)
3. That the limitation of the two-year clause in the regulation be waived.
4. That the idea be referred to Defense Departments and other government agencies for adoption and award consideration.

E. Decision of the Committee

☒ Approved For Release 2000/06/19 : CIA-RDP80-00832A000300030001-0
Award Certificate of Appreciation

☐ Not Adopted

29 June 1961

SUGGESTION NO. 61-466: dated 9 May 1961

25X1A

[REDACTED], GS-11, Industrial Analyst
OCR, DD/I

A. Summary of Suggestion

Suggester proposed that the Industrial Register's category index be re-arranged.

Under the former procedure, a seven-digit Firm Number was assigned each dossier and the dossiers were filed by that number in numerical order. IBM Cards were prepared and an IBM index, taken from these cards, was published in three variations, i.e., by location, by installation name and by category, (product, etc.). Each category was arranged by geographical location with the installation names listed alphabetically within each location; firm numbers were listed after each installation. The alphabetical sequence took precedence over the numerical sequence.

By arranging the category index in numerical sequence, i.e., the Firm Number sequence agreeing with the arrangement of the files, more efficient service results.

B. Summary of Evaluation

Based on total service time for 1960, about 28% of the total request time (28,931 hours) was spent on the Industrial Register's activity code index. Increased efficiency in information retrieval and better service resulting from this suggestion will increase customer satisfaction. It eliminates a major obstacle to an orderly review of the files when information on specific products or specific categories of information are required.

The Deputy Chief, IR, reports that changes in the filing system are decided by an internal IR Panel, that this person is not authorized to change the system, nor is he responsible for such a change. The suggestion is being implemented on a gradual basis as each country comes up for re-run of the IBM listings throughout the year.

Tangible savings are calculated between \$10,000 and \$13,000 a year. An average manhour figure of \$2.80 covers the various clerical and professional levels involved. Fifty per cent to sixty per cent of the cost of this enterprise is spent on servicing requests for the Intelligence Community. The improvement achieves better service, not a cut in payroll costs.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$250.00 Award based on Intangible Benefits (Moderate-Broad)

D. Decision of the Committee

Approved For Release 2000/06/19 : CIA-RDP80-00832A000300030001-0

Not Adopted

MINIMAL AWARD CASES

3 May 1961

SUGG. NO. 61-377: dated 9 March 1961

STATINTL
STATINTL

[REDACTED] GS-11, Commo Specialist
OC, DD/S

- Summary : Suggester proposed that the [REDACTED] cipher system be used for CRITIC reporting. This method to be followed by a staff system when there is more time.
- Action Taken : OC reports that this suggestion has been adopted and is in effect for CRITIC messages and for all emergency-message situations.

✓ Award : Certificate of Appreciation

* * * * *

SUGG. NO. 61-319: dated 9 February 1961

STATINTL

[REDACTED] GS-13, Intelligence Officer
WE, DD/P

- Summary : Suggester proposed that the Records Center and the Library Microfilm Unit be instructed to staple a "transmittal slip" on manila envelopes instead of printing requestor's name across the center of the envelope.

Action Taken : Records Center and the Library Microfilm Unit will take steps to conserve manila envelopes.

✓ Award : Certificate of Appreciation

* * * * *

MINIMAL AWARDS MEETING 29 May 1961

SUGG. NO. 61-406: dated 24 March 1961

STATINTL

[REDACTED] GS-12, Finance Officer
WH, DD/P

25X1A

- Summary : Suggester proposed that up-to-date ICA Post Reports be added to appropriate Division Files, to Central Processing Branch, and also that enough copies be obtained for each assignee's personal use.

Action Taken : As a result of this suggestion, 47 Post Reports, not previously in the Library collection, are being requested from State and ICA.

Award : \$25.00 Award based on Intangible Benefits (Slight-Local)

SUGG. NO. 61-418: dated 6 April 1961

STATINTL

[REDACTED] GS-11 Commo Specialist
OC, DD/S

Summary : Suggester proposed that instructions for Insufflation (Rescue Breathing) be made available on an Agency-wide basis.

Action Taken : The Agency Recreation Newsletter will print an article about Insufflation and will include a squib telling readers where they may obtain information.

✓ Award : Certificate of Appreciation

* * * * *

SUGG. NO. F61-130: dated 12 September 1960

STATINTL

[REDACTED] GS-9 Dupty Security Officer
OC, DD/S

Summary : Suggester proposed that Form 111 be chemically treated so that the use of carbon paper is unnecessary.

Action Taken : Office of Commo states that when the present 10-month supply is depleted, the new form will be prepared on NCR paper.

✓ Award : Certificate of Appreciation

* * * * *

25X1A

Approved For Release 2000/06/19 : CIA-RDP80-00832A000300030001-0

Approved For Release 2000/06/19 : CIA-RDP80-00832A000300030001-0

~~S-E-C-R-E-T~~

20 April 1961

MEMORANDUM FOR: The Record

SUBJECT : Agenda for Meeting of Suggestion Awards Committee

1. The CIA Suggestion Awards Committee is scheduled to meet on Thursday, 20 April 1961, at 2:00 p.m. in Room 1a, Building [REDACTED]

25X1A

2. The following items are enclosed for your review:

TAB 1 -- Tentative Agenda

TAB 2 -- Minutes of Last Committee Meeting

TAB 3 -- Summary of Suggestions to be considered at this meeting.

TAB 4 -- Summary of Minimal Awards

FOR THE CHAIRMAN, SUGGESTION AWARDS COMMITTEE:

25X1A

[REDACTED]
Executive Secretary

~~S-E-C-R-E-T~~

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

Regular Meeting of the Suggestion Awards Committee

Thursday, 20 April 1961

AGENDA

1. Call to Order
2. Minutes of last meeting
3. Report by Executive Secretary
4. Comments by Chairman
5. Old Business
6. New Business
(Vote on suggestions attached)
7. Adjournment

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

MINUTES OF MEETING
SUGGESTION AWARDS COMMITTEE

23 February 1961

25X1A

On Thursday, 23 February 1961, at 2:00 p.m., [REDACTED]
chaired the regular meeting of the CIA Suggestion Awards Committee in
Room 1a, Building [REDACTED]

The following were present:

MEMBERS

(DD/P)
(DD/S)

(DD/I)
(DD/I)
(DD/S)

(Personnel)
(Security)

STAFF

(Executive Secretary)
(Incentive Awards Administrator)
(Incentive Awards Assistant)

The minutes of the Committee meeting held on 20 December 1960 were accepted.

a. We have had two Minimal Awards Meetings. In December 1960, three cases were considered, one earned \$25.00 and two earned Certificates of Appreciation. On 10 February 1961, seven suggestions were considered, six of which earned \$140.00, and one, a Certificate of Appreciation.

One other suggestion (61-144), to amend the Dispatch Form, was considered separately by the Minimal Awards Committee. There is strong circumstantial evidence that the person who received \$25.00 in June 1960 for the same contribution received the idea from this originator, but sent it in because of benefit to the Agency through staff channels. Your Minimal Awards Committee decided that it would be just to pay this suggester \$25.00.

Briefly, 61-144 was actually adopted at [REDACTED] in February 1958, and the information about the improvement was passed on to a policy officer. 59-222 was submitted from [REDACTED] for approval 30 October 1958.

25X1A

25X1A

59-222 earned \$25.00 in June 1960 in a package award of \$200.00 to eight persons who contributed ideas to improve the Dispatch Form. Subsequently, 61-144 was submitted (2 September 1960) and granted the award in February 1961.

25X1A

b. We have received two interdepartmental awards for [REDACTED] suggestion -- \$50.00 from Army and \$200.00 from Air Force.

c. As of 23 February 1961, we have in process:

9 suggestions dating from 1959
104 suggestions dating from 1960
and 64 suggestions for this current calendar year.

Clandestine Services Operational Program received, since August 1960 - its inception, 39 cases, 19 closed and 20 in process.

d. Under authority granted the Executive Secretary to resolve cases which are duplicates or have unanimous recommendations for disapproval, 79 cases have been terminated since 20 December 1960.

e. An interesting case has been under discussion between this office and the Honor and Merit Awards Board. A Commo man was recommended for an Honor Award (with \$500. cash) for his resourcefulness, ingenuity, technical competence, performance and attitude at [REDACTED]. Concurrently some of his technical improvement devices which were used at the [REDACTED] were sent into the Suggestion Awards Staff for Agency-wide consideration and adoption. Two of the proposals of interest to TSD, represent a new scientific concept in a certain [REDACTED] activity. The discussions resulted in the opinion that this man should and will receive his honor from the Director, and eventually, if the devices are proved out, consideration will be given through the Suggestion Awards Program for the individual devices.

25X1A

We mention this to the Committee because it is your business to know what liaison exists between Honor and Merit Awards and Suggestion Awards under the entire Incentive Awards Act -- and how careful this Agency is to make sure that dual recognition is not given, but that initiative in this technical field is encouraged and not closed out.

f. Publicity Very fine ceremonies at Staff Meetings of Col. Edwards, [REDACTED] Dr. Scoville, Mr. Saunders, and one in which we were personally involved, when our former Incentive Awards Assistant, [REDACTED] received a Certificate of Merit from Gen. Cabell.

- g. We have put up posters for Christmas and the new one about the Mouse Trap. ~~We have one going up next week referring to Vacation Plans.~~
- h. We have made a big effort to show the movie to many more people -- this month we covered the

DD/P - 120 attended

DD/S Clerical Training - 50 attended

Management Training Course - 12 attended

Basic Supervisors Course - 15 attended

- i. We note with pleasure that a large scale Records Management Study is being conducted as a result of an employee suggestion to correct OS indexing procedures.
- j. Administrative: We have observed a big change in the response to our office on individual suggestions. On the router we ask the principal evaluator to call us. Thus, we cut out paper work; and establish more cordial (less irksome) relationships with our evaluators. However, until we started this, we had gotten very far behind in evaluations.
- k. Civil Service Commission: Attended Incentive Awards Administrators Conference at the Commission, and last week, attended the Inter-Agency Advisory Group Conference with [REDACTED]. One of the two topics on the agenda, "Recommendations for Strengthening the Incentive Awards Program", had four points.
 - a. Screen out low value suggestions (which we do)
 - 1. by defining what is NOT a suggestion
 - 2. by only paying cash awards if improvements show at least a \$50.00 Tangible Saving or a calculated \$50.00 in Intangible Benefits. (All did not agree.)
 - b. Improve administration on low-value ideas by:
 - 1. Not sending suggestions to committees if benefit is slight (We don't)
 - 2. By using Interdepartmental referrals only if there is a potential and the Agency recommends adoption. (This is our practice)
 - 3. Improving Awards Scale
 - a. Revise C.S.C. Scale so that the minimum cash award is \$15.00
 - b. Change the Tangible Award Scale to pay for first year's savings.

5% up to \$10,000

2½% for next \$10,000

5% for over \$20,000

c. Provide continuing emphasis on quality suggestions.
(This we have done in some areas, such as Clandestine Services, Depots, etc.)

1. By Problem solving techniques.
 - a. At the Management level.
 - b. At the Branch level

2. By cost conscious advertising.

d. Emphasize practices which will help employees submit better ideas.

1. Giving tips to employees
2. Advising that they send suggestions through their Supervisors.

Committee
Action

The Committee approved the following action for the suggestions indicated:

<u>Suggestion Number</u>	<u>Total Award</u>	<u>Benefits or Savings</u>
60-487	\$ 65.00	Tangible Savings - \$1,460
60-489	75.00	Intangible Benefits (Mod-Loc)
F 60-553	30.00	Intangible Benefits (Sl-Loc)
60-586	125.00	Intangible Benefits (Mod-Loc)
61-84	90.00	Tangible Savings - \$2,535
61-135	15.00	Intangible Benefits (Sl-Lim)
61-238	100.00	Intangible Benefits (Mod-Lim)

Journalment The meeting adjourned at 3:15 p.m.

25X1A

Executive Secretary

Approved

25X1A

Chairman

Suggestion Awards Committee

25X1A

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SUGGESTION NO. PI 60-203 (Continued)

C. Recommendation of the Executive Secretary

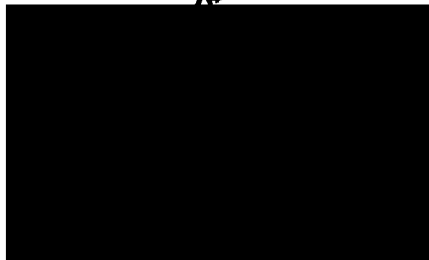
1. Not in line-of-duty.
2. \$75.00 Award based on Intangible Benefits (Moderate-Limited)

Slight Local

D. Decision of the Committee

Not Adopted _____ Award _____ Certificate of Appreciation
X Not Adopted

25X1A



sec. 50-2
*vetted this suggestion. It will
be DD/S for final decision.
have to go to*

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

20 April 1961

SUGGESTION NO. 61-172: dated 12 October 1960

STATINTL

[REDACTED] GS-4, Clerk
RID, DD/P

A. Summary of Suggestion

Suggester proposed that new documents misrouted to RID/Files by area divisions be held one week in Files Section and returned in bundles rather than as each document is received in RID/Files.

Under the old procedure, 1,900 new documents on permanent charge to the area divisions were misrouted to RID/Files each week, were separated into forty-five slots designated for the area divisions and delivered daily.

Under the new procedure, the DD/P Mailroom will sort and deliver forty-five bundles weekly instead of daily (usually 225).

B. Summary of Evaluation

As a result of another change in RID routing procedures, the number of new documents misrouted to files each week has been reduced considerably. This lower figure of misrouted documents does not eliminate the advantages resulting from this suggestion, which was put into effect in November, 1960.

RID states that tangible savings are approximately \$165.00. The adoption of this suggestion has resulted in the reduction of sorting errors in RID/Mailroom, far less handling and more time to complete all sorts before scheduled courier runs.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$40.00 Award based on Tangible Savings

764.92

D. Decision of the Chairman

☒ Adopted 40. Award ☐ Certificate of Appreciation
☐ Not Adopted

*reviewed
recorded*

STATINTL

S-E-C-R-E-T

Approved For Release 2000/06/19 : CIA-RDP80-00832A000300030001-0

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

Held over from: 23 February 1961 Meeting
20 April 1961

SUGGESTION NO. F 61-246: dated 19 November 1960

[REDACTED], GS-8, Elec. Tech.
[REDACTED], GS-8, Elec. Tech.
OC, DD/S

25X1A

A. SUMMARY OF SUGGESTION

Suggesters proposed a method of installing a safety device in the Collins 231-D and 16-F type transmitters to prevent equipment damage at unattended transmitter sites.

B. SUMMARY OF EVALUATION

This safety device will save extensive wear on autotune motors and single turn units and will preclude the need for extensive maintenance surveys.

The optional Modification Work Order, to [REDACTED] which have unmanned transmitters, in fact constitutes the adoption of the idea. OC states that the extent of application is extended and the degree of benefit is moderate.

25X1A

C. RECOMMENDATION OF THE EXECUTIVE SECRETARY

1. Not in line-of-duty
2. \$150. Award based on Intangible Benefits (Moderate-Local) to be equally shared by the two suggesters.
3. To be explored by Army and N.S.A.

D. DECISION OF THE COMMITTEE

☒ Adopted

150⁰⁰ Award

☐ Certificate of Appreciation

☐ Not adopted

25X1A

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

20 April 1961

SUGGESTION NO. 61-254: dated 20 December 1960
[REDACTED], GS-8, JOT
EE, DD/P

25X1A

A. Summary of Suggestion

In the past, old CE cards dating back to OSS days were microfilmed and stored on reels in the RID Microfilm Library. There was no indication on the reels as to the origin or significance of the information. Therefore, the party examining the reels would call the receptionist in RI/Files, the cover sheets would be searched and the necessary information sent to the microfilm observer.

Suggester proposed that a frame be added to the beginning of each reel of microfilmed CE cards in the RID Library to describe the intelligence content of the film.

B. Summary of Evaluation

This suggestion has been adopted by RID; it has resulted in a speed-up of name traces in which references to the microfilm files are included. Now when the Review Clerk in RID/Files checks the copyflo reproductions of all 3" x 5" index cards surfaced in the course of name traces and recognizes a file number which refers to microfilm, she stamps the card reproduction, "REVIEW IN RI/MICROFILM LIBRARY", and inserts the reel number.

Should the person receiving the copyflo index cards decide that it is necessary to review the detailed source document, he or she can go directly to the Microfilm Library and ask for the reel number written on the copyflo index card. At present, approximately twenty searches are made each week.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$35.00 Award based on Intangible Benefits (Slight-Local)

D. Decision of the Committee

☒ Adopted 35.00 Award _____ Certificate of Appreciation
_____ Not Adopted

25X1A

20 April 1961

SUGGESTION NO. 61-292: dated 23 January 1961

[REDACTED], GS-9, Industrial Analyst
OCR, DD/I

STATINTL

A. Summary of Suggestion

Suggester proposed that the Industrial Register revise their method of filing dossiers pertaining to plant complexes. By the addition of an alphabetical designator, suffixed to the seven-digit firm number, all plants in a river system, industrial complex, etc., are contained in one file with one seven-digit firm number. These are separated into individual plants by the "A" "B" "C" designators. The "A" dossier contains a lead card giving names, locations, product codes and alphabetical designators of plants within the over-all file as well as documents containing general information on the whole complex of information on one specific plant. The "B" designator (and so on) contains specific plants with pertinent information.

Under the former procedure, information was kept on separate plants of one firm in separate folders; each plant was assigned a seven-digit code number. To answer a request on all plants within a general area or industrial complex, the analyst referred to the alphabetical listing of installations, wrote "out" cards, and pulled many files from various safes containing this information.

Under the proposed system, the analyst determines the firm number of the industrial complex, pulls the entire file and quickly removes the desired information.

B. Summary of Evaluation

Chief, Industrial Register, OCR, reports that the proposed system has been successfully tried for [REDACTED] for the past several months. The system indicates feasibility for other countries in NE/[REDACTED]. The suggested lettering will provide a faster service to the requesters, will save filing space and will save time.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty
2. \$50. Award based on Intangible Benefits (Slight-Local)

D. Decision of the Committee☒ Adopted☒ Award☐ Certificate of Appreciation☐ Not Adopted

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

20 April 1961

SUGGESTION NO. 61-340: dated 17 February 1961
[REDACTED], GS-13, Chief Instructor
PTS, TSD, DD/P

*Photo
Inst.*

25X1A

A. Summary of Suggestion

was x 11mm, 12mm

25X1A

Suggester proposed that TSD make, stock and issue for use, sets of accessory extension tips for the [REDACTED] Auxiliary Copying Stand to increase the capacity of a single 35mm negative from coverage of 8" x 11½" to legal size of 9" x 13".

The idea was actually developed in early 1956 when the suggester (then a GS-11 Instructor) was on a TDY trip to [REDACTED]. In order to expedite photographic operational requirements, he used bamboo, the only material available, for the extension tips.

25X1A

B. Summary of Evaluation

Upon return to Headquarters, suggester discussed the idea with TSD engineers and as a result, a prototype set of metal tips was made, tested and found to be beneficial in that they reduced the number of negatives from two to one when copying legal-size papers.

A production run of these tips was made by the TSD Laboratory and a set with instructions for use, has been included with every [REDACTED] Copying Stand issued from stock. (About 30 stands have been issued thus far.)

25X1A

C. Findings of the Suggestion Awards Staff

The suggester was questioned about the delay in submitting this suggestion for award consideration. It developed that he was in the field from January 1957 to June 1959 and did not consider the relationship of this development to the Suggestion Awards Program. Since his return to Headquarters he has seen cases being evaluated and has been given a clear definition of line-of-duty vs. suggestions. He was encouraged by his supervisor to recall developments which could be submitted to the Suggestion Awards Program for award consideration.

In view of the above factors, the Suggestion Awards Staff believes this case deserves exception to the Statute of Limitations.

D. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$75.00 Award based on Intangible Benefits (Moderate-Limited)

25X1A

*75.00
Award*

~~S-E-C-R-E-T~~

SUGGESTION NO. 61-340 (Continued)

E. Decision of the Committee

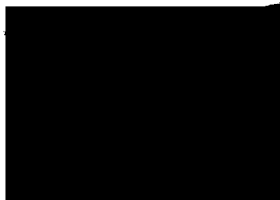
☒ Adopted

JS Award

☐ Certificate of Appreciation

☐ Not Adopted

25X1A



*ed
reduced*

~~S-E-C-R-E-T~~

ILLEGIB

Approved For Release 2000/06/19 : CIA-RDP80-00832A000300030001-0

Approved For Release 2000/06/19 : CIA-RDP80-00832A000300030001-0

S-E-C-R-E-T

Approved For Release 2000/06/19 : CIA-RDP80-00832A000300030001-0

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

20 April 1961

SUGGESTION NO. F 61-354: dated 7 February 1961

25X1A

OC, DD/S

GS-9, CT/R Supervisor
S-9, CT/R Supervisor

A. Summary of Suggestion

Suggesters proposed that the output network of the RT-3 Transmitter be modified to include an RF choke from the antenna side of the coupling capacitor (C13), to the ground. The RF choke grounds any DC voltage which appears on the antenna terminal because of a faulty coupling capacitor, and immediately blows the fuse in the power supply.

Suggesters report that this suggestion was prompted by a recent accident. A CT/R suffered a severe shock from an RT-3 Transmitter which had a shorted coupling capacitor.

B. Summary of Evaluation

Although the suggested safety feature is a standard procedure in most commercial and Government communications equipment, it was overlooked in the design of the RT-3.

The thousands of RT-3's in the Agency system represent a potential safety hazard. OC-E is preparing a modification work order to all Communications areas requiring incorporation of the suggested device.

This suggestion has an intangible benefit to the Agency in that it may prevent serious injury or electrocution of personnel handling RT-3 equipment.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty

2. \$50.00 Award to be shared equally by the two suggesters,
based on Intangible Benefits (Slight-Local)

D. Decision of the Committee

☒ Adopted

☒ Award

☐ Certificate of
Appreciation

☐ Not Adopted

25X1A

S-E-C-R-E-T

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

20 April 1961

SUGGESTION NO. 61-391: dated 2 February 1961
STATINTL [REDACTED], GS-7, Office Equip. Tech.
OPSER, RID, DD/P

A. Summary of Suggestion

A requirement was placed on the suggester by his supervisor to develop a buzzer to be installed on each of the twenty-two Flexowriter machines in RID, to signal the approach of the right-hand margin, so that the typist can ascertain proper hyphenation, etc.

The supervisor knew that if this buzzer was installed by the Friden Company it would require the purchase, installation, and removal of Flexowriter parts. The cost of new parts, plus the cost of parts removal would total \$1,435; labor cost would be approximately \$176; a grand total of \$1,611.

The suggester designed a "dual actuator" which was made by soldering two cams onto a margin stop carrier. This innovation reduced the cost of the necessary parts to \$329. The time required to manufacture all twenty-two "dual actuators" was three hours, at a cost of \$8.00. Total installation cost, \$40; parts cost, \$330; manufacturing cost, \$8.00; a total cost of \$378. The Friden Company method (\$1,610) minus \$378, results in a total saving of \$1,233.00.

B. Summary of Evaluation

STATINTL

[REDACTED] ADP Feasibility and Programming Staff, states; "These devices will improve the overall efficiency of the work being done on the Flexowriters and, it is my opinion that increased production alone will pay for them within one year. It is recommended that the suggester be given a monetary award based on tangible one-time savings of \$1,233 and that his supervisor be commended for recognizing the remedy for a basic problem and for encouraging the suggester's inventiveness."

This change does not apply elsewhere in the Agency, because other Flexowriters are not used enough to warrant the expense.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.

STATINTL

2. \$60.00 Award to [REDACTED] based on Tangible Savings of \$1,233.00

STATINTL

3. A Letter of Commendation for [REDACTED] Supervisor [REDACTED]

D. Decision of the Committee

Approved For Release 2000/06/19 : CIA-RDP80-00832A000300030001-0

Not Adopted

SUMMARY OF SUGGESTIONS AND ACTION TAKEN BY ACTING CHAIRMAN

MINIMAL AWARD CASES

9 March 1961

SUGG. NO. 59-502: dated 20 May 1959
STATINTL [REDACTED], GS-14, Special Asst. to Director
OC, DD/S

Summary : Suggester proposed methods for reducing cable RELAY traffic. He was awarded a Letter of Appreciation in January, 1960. In July, 1960, suggester submitted a rebuttal informing the Committee that his suggestion had been misunderstood. He pointed toward the lack of information as to the world-wide network method of transmission and rerouting. He recommended a different method for the "info" addressee to answer cables.

STATINTL

Action Taken : The DD/P issued [REDACTED], dated 21 November 1960, subject: Pyramiding of Cables. It urged originators and releasers of cables to give careful consideration to the amount of unnecessary work which is set in motion by a single outgoing cable. The Notice furnished examples of how originators could avoid pyramiding of cables. The OC Executive Officer stated that the equipment and procedural changes should reduce the world-wide signal center's workload.

ILLEGIB

Award : Certificate of Appreciation.

SUGG. NO. 60-154: dated 23 September 1959
STATINTL [REDACTED], GS-12, Instructor
OTR, DD/S

Summary : Suggester proposed that Suggestion Awards' contributors, who have submitted ideas on a variety of unrelated subjects, be brought to the attention of the PP Staff so that their imaginative thinking can be utilized.

Action Taken : This suggestion was instrumental in the establishment of the Clandestine Services Suggestion Operations Program. It was an outstanding "talking point" for the Suggestion Awards Staff when the formal program now under-way in the DD/P was initiated.

Award : Certificate of Appreciation.

SUGG. NO. 61-182: dated 21 October 1960

STATINTL

[REDACTED], GS-13, Chief, GAB
[REDACTED], GS-11, Illustrator
NPIC, DD/I

Summary

- : Suggester proposed that the stereomicroscope be raised $1\frac{1}{2}$ " to 2" and tilted approximately 25° to bring the eyepiece to a line-of-sight position.

Action Taken

- : This modification will reduce operator-fatigue in the Graphical Analysis Branch of NPIC. These microscopes are used in GAB and Defense Department.

Award

- : Certificate of Appreciation.

SUGG NO. 61-232: dated 1 December 1960

61-234:

STATINTL

[REDACTED], GS-13, Analyst
NPIC, DD/I

Summary

- : 1. Suggester proposed that the Wild Stereomicroscope be modified to hold the 5" x 8" stereogram flat on the microscope stage. When the photographs are held as flat as possible, the microscope need not be refocused each time the stage is moved. Permanent magnets will hold the photographs flat but will readily permit them to be moved so that each new section can be scanned.
- 2. Suggester also proposed that a small, adjustable magnifying glass be mounted over the top of the micrometer so that more accurate readings can be made. This magnifying glass will permit greater reading speed, reduce errors and will be invaluable to the analyst who must wear eyeglasses.

Action Taken

- : Part One of the suggestion points out a deficiency in the Wild Stereomicroscope. The spring clasps provided to hold stereograms flat are unsatisfactory under numerous operating conditions. NPIC technical personnel are currently working with the manufacturer to develop the modification as suggested.

Part Two of the suggestion has been adopted by the NPIC Technical Development Board and the suggested changes will be relatively inexpensive.

Award

- : \$25.00 Award granted.

SUGG. NO. F61-273 dated 28 November 1960
STATINTL [REDACTED] (GS-12 level) Motor Vehicle
EE, DD/P Officer

Summary : Suggester proposed the use of an anti-theft switch to be installed on all official Agency vehicles. When the switch is activated, all instruments and lights operate, the engine turns over, but will not start.

Action Taken : An article issued by the Director of Logistics for the next Support Bulletin, advises all [REDACTED] that this anti-theft device is considered to be in the best interest of the Government.

Award : Certificate of Appreciation.

SUGG. NO. 61-282: dated 11 January 1961
STATINTL [REDACTED] GS-7, Voucher Examiner
Compt., DD/S

Summary : Suggester proposed the use of rubber stamps for recording the miscellaneous obligation number, allotment number and object class number on 10,000 vouchers and 10,000 abstracts, which are audited in Fiscal Branch each year. These stamps will eliminate manually writing 23 digits on each abstract and each voucher; will reduce the number of errors in transcription and will make the information more readable.

Action Taken : The adoption of this suggestion in Fiscal Branch saves approximately 115 manhours per year, makes entries more legible and reduces errors in transcription. It will be publicised within the Comptroller's Office upon receipt of award notification.

Award : \$25.00 Award granted.

SUGG. NO. 61-304: dated 30 January 1961
STATINTL [REDACTED] GS-15, Chief, Signal Center
OC, DD/S

Summary : Suggester proposed the use of magnetic tape in Signal Center message processing. This implies the development of a family of magnetically activated equipment.

Action Taken : The Executive Officer, OC, states, "At the present time, the OC engineers estimate that four or five years are required to conclude a program of this scope. In view of the fact that the suggestion is not original, but does represent commendable stimulation of the idea, it is recommended that the suggestion be awarded.

Award : Certificate of Appreciation.

Approved For Release 2000/06/19 : CIA-RDP80-00832A000300030001-0

MINIMAL AWARD CASES

4 April 1961

SUGG. NO. 60-548: dated 20 May 1960
STATINTL [REDACTED], GS-9, Admin Assistant
OC, DD/S

Summary : Suggester proposed that a sign be erected at French Drive and Independence Avenue, N.W., to keep cars from blocking the intersection.

Action Taken : On 23 March, 1961, Suggestion Awards Staff was informed that this suggestion has been adopted and that the sign was posted on that date.

Award : Certificate of Appreciation

* * * * *

SUGG. NO. 61-151: dated 28 September 1960
STATINTL [REDACTED], GS-4, Courier
RID, DD/P

Summary : Suggester proposed that the poked tape of the FLEKO-WRITER be placed under the electric cord, and claimed that this tape, in cutting through the electric cord, is a potential fire hazard.

Action Taken : As a result of this suggestion, a metal attachment has been installed on these machines, permitting the tape to advance over the cord without obstruction.

Award : Certificate of Appreciation

* * * * *

SUGG. No. 61-164: dated 13 October 1960
STATINTL [REDACTED], GS-6, Mail Supervisor
RID, DD/P

Summary : Suggester proposed that all locator cards denoting files "partially destroyed" be removed from the document locator system.

Action Taken : RID states that these locator cards are meaningless because the file clerks had to check existing machine destruction lists to determine if various documents have been destroyed. These locator cards, numbering about 5,000, have been destroyed. Tangible Savings are approximately \$416.00 per year.

Award : \$25.00 Award Granted

Approved For Release 2000/06/19 : CIA-RDP80-00832A000300030001-0

SUGG. NO. 61-214: dated 21 November 1960

STATINTL

[REDACTED], GS-12, Commo Specialist
OC, DD/S

Summary : Suggester proposed the mandatory use of identification information on the back of all Agency-produced photographs.

Action Taken : DD/P, PC will insert precautionary language in the field version of upcoming Dispatch and Pouch Procedure Handbook (or [REDACTED]) to insure that photographs are individually identified. This system has Agency-wide application.

Award : \$25.00 Award granted.

* * * * *

SUGG. NO. 61-229: dated 6 December 1960

STATINTL

[REDACTED] GS-15, Chief, RID/RB
RID, DD/P

Summary : Suggester proposed that books, no longer in use, and charged from the library system on "indefinite loan", be returned to the library.

STATINTL

Action Taken : On 13 January 1961, CIA Notice [REDACTED] was issued recalling all reference books and other publications no longer in active use. There has been a 50% increase in the return of books and publications to the Agency Library. Actual savings will accrue to the Offices unloading this excess.

Award : Certificate of Appreciation.

* * * * *

SUGG. NO. 61-308: dated 31 January 1961

STATINTL

[REDACTED] GS-5, File Supervisor
RID, DD/P

Summary : Suggester proposed that the Archives boxes used for storage of Microfilm attachments be eliminated, and that Microfilm attachments be treated like ordinary "bulky attachments."

Action Taken : RID states, "On 22 April 1960, twenty-nine cubic feet of Microfilm attachments were retired to the Agency Records Center. Since this time a total of twenty-one requests have been received for individual attachments."

Approved For Release 2000/06/19 : CIA-RDP80-00832A000300030001-0
 SUGG. NO. 61-308 (Continued)

The Records Center does not service requests for individual Microfilm attachments; the entire box is returned to RID for each request. Adoption of this suggestion eliminates one step in the present processing cycle, and results in a unified system to handle Microfilm attachments and "bulkies." In addition, this procedure will also result in the servicing of requests for individual Microfilm attachments by the Agency Records Center.

Award : \$15.00 Award granted.

* * * * *

SUGG. NO. 61-353: dated 14 February 1961
 STATINTL [REDACTED] GS-9, Intelligence Officer
 DPD, DD/P

Summary : Suggester proposed that a chart be used with 70MM film as an aid in plotting aircraft positions over areas lacking in film checkpoints, predicting land-falls, and in establishing the identification of marginal checkpoints.

Action Taken : NPIC reports that this technical aid was developed by the suggester for his personal use; however, he has made his suggestion available to other stations.

Award : Certificate of Appreciation

* * * * *

SUGG. NO. 61-394: dated 9 December 1960
 STATINTL [REDACTED], GS-4 Guard
 STATINTL [REDACTED], OC, DD/S

Summary : Suggester proposed the installation of storm windows in Building [REDACTED] and that electric heaters be replaced by oil heaters.

STATINTL
 Action Taken : The [REDACTED] Committee reports that this suggestion was adopted and that the degree of benefit is slight and application, limited.

Award : Certificate of Appreciation

-3-

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUGG. NO. 61-395: dated 5 September 1960
STATINTL [REDACTED], 06-4, Private of the Guard
STATINTL [REDACTED] OC, DD/S

Summary

- : Suggester proposed that the doors which lead into the front of Building [REDACTED], be removed and placed on the side of the building. These doors opened directly on the road into the path of oncoming vehicles.

STATINTL

Action Taken

- : This suggestion was prompted by a recent accident where an individual was hit by a car as he left Building [REDACTED]. Committee reports that the new doors have been installed, eliminating this safety hazard.

STATINTL

Award

- : \$15.00 Award granted.

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

25X1A

Approved For Release 2000/06/19 : CIA-RDP80-00832A000300030001-0

Approved For Release 2000/06/19 : CIA-RDP80-00832A000300030001-0

23 February 1961

MEMORANDUM FOR: THE RECORD

SUBJECT : Agenda for Meeting of Suggestion Awards
Committee

25X1A

1. The CIA Suggestion Awards Committee is scheduled to meet on Thursday, 23 February 1961, at 2:00 p.m. in Room 1-a, [REDACTED]

2. The following items are enclosed for your review:

TAB 1 - Tentative Agenda

TAB 2 - Minutes of Last Committee Meeting

TAB 3 - Summary of Suggestions to be considered at this meeting

TAB 4 - Summary of Minimal Awards

FOR THE CHAIRMAN, SUGGESTION AWARDS COMMITTEE:

25X1A

[REDACTED]
Executive Secretary

~~C-I-A~~ I-N-T-E-R-N-A-L U-S-E O-N-L-Y

Regular Meeting of the Suggestion Awards Committee

Thursday, 23 February 1961

AGENDA

1. Call to order
2. Minutes of last meeting
3. Report by Executive Secretary
4. Comments by Chairman
5. Old Business
6. New Business
(Vote on suggestions attached)
7. Adjournment

~~C-I-A~~ I-N-T-E-R-N-A-L U-S-E O-N-L-Y

CONFIDENTIAL

MINUTES OF MEETING

SUGGESTION AWARDS COMMITTEE

THURSDAY, 20 DECEMBER 1960

25X1A

25X1A On Tuesday, 20 December 1960, at 2:30 p.m., [REDACTED]
[REDACTED] chaired the regular meeting of the CIA Suggestion Awards
Committee in Room 1a, Building [REDACTED] 25X1A

The following were present:

Members

25X1A

[REDACTED]
(DD/P)
(DD/P)
(DD/S)

(DD/I)
(DD/I)
(DD/S)

(Security)
(Personnel)

ff

(Executive Secretary)
(Incentive Awards Administrator)
(Incentive Awards Assistant)

Minutes

The minutes of the Committee meeting held on 27 October 1960 were accepted.

Report by
Executive
Secretary

- a. Since 27 October 1960 we have had one Minimal Awards Meeting and have paid out \$80.00 and three Certificates of Appreciation.
- b. The DD/P Special Panel met and considered seventeen cases, paid one award of \$15.00, referred one to this Committee, continued two and closed out thirteen.
- c. As of 20 December 1960 we have in process:

1 suggestion dating from 1957
11 suggestions dating from 1959
and 153 suggestions dating from 1960

S-E-C-R-E-T

- d. Under authority granted the Executive Secretary to resolve cases which are duplicates or have unanimous recommendations for disapproval, 58 cases have been terminated since 27 October 1960.
- e. I served as a panel member at the Fall Civil Service Commission Workshop which was held in the General Accounting Office Auditorium with all agency Incentive Awards administrators participating.
- f. Arranged for a special meeting of certain OCI-cleared members to consider two cases. One was closed, the other, [REDACTED] will explore further.

25X1A

- 25X1A g. [REDACTED] and I conducted a panel discussion for an OTR Management Course. One of the students described his own significant suggestion which had earned an award.

25X1A

- h. Publicity: Showed the movie to the [REDACTED] personnel and to several E.O.D. classes.

- 25X1A i. [REDACTED] and I participated in several fine award ceremonies -- where the awards this committee voted upon were made -- in DD/P, DD/I and DD/S (OS) areas.

- j. Sent Holiday message to all supervisors in the Agency, pointing out that this is the only Federal Government Bonus Plan -- and a good plan to encourage it.

Committee
Action

The Committee approved the following action for the suggestions indicated.

<u>Suggestion Number</u>	<u>Total Award</u>	<u>Benefits or Savings</u>
PI59-254	\$ 35.00	Intangible Benefits (Slight-Local)
60-335	50.00	Tangible Savings \$886.00
(60-398	100.00	(Tangible Savings \$1500.00
(61-29		(Intangible Benefits (Slight-Local)
60-411	300.00	Intangible Benefits (Mod-Broad)
60-482	85.00	Tangible Savings \$2400.00
60-537	25.00	Intangible Benefits (Slight-Local)
61-27	150.00	Intangible Benefits (Mod-Extended)
61-55	Certificate of Appreciation	
61-177	75.00	Intangible Benefits (Slight-Ext)
61-178	175.00	(Tangible Savings \$5,000
		(Intangible Benefits (Slight-Local)

~~S-E-C-R-E-T~~

25X1A

Adjournment


The meeting adjourned at 3:30 p.m.



Executive Secretary

Approved

25X1A



Acting Chairman
Suggestion Awards Committee

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

23 February 1961

SUGGESTION NO. 64-238: dated 8 December 1960

STATINTL

[REDACTED] GS-9, Prop. Supply Assist.
(3 level) Packer Foreman, deceased.
OL, DD/S

A. Summary of Suggestion

A woodworking table saw equipped with a modified knife blade was being used for the cutting of polystyrene foam cushioning material. (A previous award case for [REDACTED] - \$100.00.) The original machine guard would not permit the foam material to pass freely, thereby creating considerable waste. The pressure involved in the use of the old equipment was high enough to create a safety hazard which might result in the loss of a finger or fingers of the operator. The suggesters modified the original guard to provide safety features combined with a higher production capability. The steel plate separator at the rear of the guard was reduced in thickness at various points to accommodate the foam material. This improvement has increased production approximately 60%.

STATINTL

B. Summary of Evaluation

The OL Packaging and Crating Specialist stated that he intends to install a foam packing operation at three other Depots; and at that time, he will use the specifications followed by the suggesters to have the equipment manufactured locally. He feels that the psychological effect of this type of development is tremendous.

The saw with the added safety guard expedites cutting and makes the operation safer. It is a complete, inexpensive machine which cuts the foam quickly, safely, and expedites the packing operation.

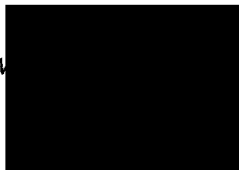
C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$80.00 to \$100.00 Award based on Intangible Benefits (Moderate-Limited) to be equally shared by the two suggesters.

D. Decision of the Committee

☒ Adopted \$100. Award ☐ Certificate of Appreciation
☐ Not Adopted

STATINTL



*moved
deconded*

*Check
file*

25X1A

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Next 1 Page(s) In Document Exempt

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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

23 February 1961

SUGGESTION NO. 60-489: dated 21 March 1960

25X1A

[REDACTED], GS-9, Security Officer
OS, DD/S

A. Summary of Suggestion

Suggester proposed a revision of Form 912a (Security Violation Report). Under the old procedure three copies were forwarded to the Subject's Area Division. One copy was kept by the Area Security Officer; one copy was kept by the Subject's office; one copy was returned to the Security Office with a memorandum (in duplicate) showing the administrative action taken by the Subject's office. A copy of the administrative-action memo was then filed with a copy of the violation report in the individual's Security 201 file. A separate memo of the administrative action had to be initiated and a total of two pieces of paper were placed in the individual's 201 file.

Under the suggested procedure, a section is left on the original violation form for a reply by the Area Division concerned with the administrative action taken, thus the advantages are:

- a. One sheet of paper contains the complete report.
- b. Elimination of one filing action in the OS/File Room.
- c. Saves File space.
- d. Saves supervisor and clerical time.
- e. Saves paper.

This new procedure will apply Agency-wide. It is estimated that the new procedure will save 66 2/3 % in clerical time. There will also be a saving in supervisory dictating time. There are approximately 600 violations a year involving approximately a total of 1200 individuals.

B. Summary of Evaluation

This suggestion has been adopted and the advantages stated by the suggester are accurate. In addition, the adoption of this revised form will reduce the volume of correspondence which must be placed in the individual's security file.

This suggestion enables the concerned office to note their administrative action in a concise manner on the violation report, which will in turn be placed in the Security File of the individual charged.

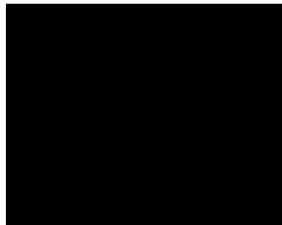
Suggestion No. 60-489 (Continued)

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$75.00 Award based on Intangible Benefits (Moderate-Local)

D. Decision of the Committee

☒ Adopted ^{tt} 15 Award ☐ Certificate of Appreciation
☐ Not Adopted 25X1A



*removed
seconded*

S-E-C-R-E-T

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

23 February 1961

SUGGESTION NO. F 60-553: dated 13 January 1960

25X1A

[REDACTED] GS-9, Commo-Tech/Crypt Supervisor
OC, DD/S

A. Summary of Suggestion

Suggester proposed that a simple scale be etched onto the (OC) cipher tape to be used by cryptographic operators as an aid in measuring off garbled portions of the tape.

For instance, a cipher tape is determined to have dropped 25 characters. The operator reruns the cipher and key tape to the point of garble, marks his tape at the 25 character mark and moves it to the right to the benchmark. If the cipher tape is determined to have picked up 20 characters, the operator marks his tape at the benchmark (after rerunning the key and cipher tapes to the point of garble) then moves his cipher tape to the left to the "20" mark. Without the marks on the TD he would have to count out the characters one at a time.

B. Evaluation

1. The proposed suggestion appears to have merit. The decryption of scrambled tapes would be simplified when an enciphered tape has been received in poor condition. The saving of operator time would be a factor to consider in the ultimate decision to make the change.
2. It is difficult to determine how often an operator might make use of such a scale. Most experienced operators have developed an individual technique, making use of various parts of the TD to mark the two tapes when attempting to synchronize for decryptions. These operators would probably not require a scale and may never use it.
3. However, for new operators, the idea seems very sound and it would be interesting to see if the scale could be worked into the basic training of these new operators. They would, then, not have acquired gimmicks since the scale would be available and they would be trained in its use.
4. Naturally, in operations we are interested in anything that will make the over-all job easier. This suggestion does indicate a saving to us. However, the cost and method of marking TD's (all over the world) might make the suggestion much less attractive.
5. It is recommended that the suggestion be considered for adoption while noting that the over-all cost in changing and marking TD's would be somewhat offset by the sophistication of operation of the cipher units and the time saved by the operators.

S-E-C-R-E-T

Suggestion No. F 60-553 (Continued)

6. Executive Officer, OC, states: "It will be difficult to arrive at a tangible savings resulting from this suggestion, but at present the consensus in OC is that an intangible benefit may be derived of slight degree of benefit with extended extent of application, thus, placing a possible monetary award in the \$50 to \$75 category.

"We are now experimenting with making a cheaper scale than the procedure proposed by the suggester. The suggester's idea might negate any dollar savings resulting from the use of his system. However, with our cheaper scale version we can see some benefit to be derived."

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$50.00 Award based on Intangible Benefits (Slight-Local)

D. Decision of the Committee

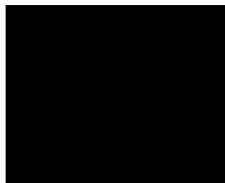
\$50. Award

✓ Adopted

 Not Adopted

 Certificate of
Appreciation

*moved
Seconded*



25X1A

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

23 February 1961

SUGGESTION NO. 60-586: dated 21 June 1960

25X1A

GS-5, Fiscal Accounting Clerk
Finance, Compt., DD/S

A. Summary of Suggestion

Suggester proposed a unified system for locating financial coding data. A list of appropriate coding requirements for each general ledger account would appear on the Chart and Description of General Ledger Accounts with explanations in the index. Thus, the Chart and Description of General Ledger Accounts would serve as the central reference for locating accounting information.

The suggester calculates that seventy-five percent of all coding errors will be eliminated, saving some 416 manhours a year in the Voucher Review Unit. Twenty to forty manhours would also be saved when training new personnel. There are approximately 180 general ledger accounts which concern the trainee.

B. Summary of Evaluation

The Comptroller states that this adopted idea has resulted in the preparation of a financial coding guide for use within Finance Division. It provides a complete explanation of the necessity for coding data, the effect of the various codes, and detailed coding requirements by general ledger account number. The guide also provides standardized abbreviations for the narrative portion of the entries.

The following advantages are recorded:

- a. Reduction of time required to prepare vouchers in all branches of Finance.
- b. Reduction of workload because of higher percentage of correct entries.
- c. Reduction of key punch errors.
- d. Reduction in employee training time. *Can't turn over in Fin Div.*
- e. Standard terminology which makes machine runs more informative.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$100 to \$150 Award based on Intangible Benefits. (Moderate-Local)

D. Decision of the Committee

☒ Adopted \$125 Award

Certificate of Appreciation

CP File

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

23 February 1961

SUGGESTION NO. 61-84: dated 19 August 1960

25X1A

[REDACTED], GS-9, Analyst
RID, DD/P

A. Summary of Suggestion

Former procedure: An outgoing dispatch was prepared by the Case Officer and routed to RI Dispatch/Pouch to be sent to the Field. The cover sheet on the Official Headquarters file copy was stamped, routed to Analysis and to RI/Files. This was an automatic procedure, since the stamp specified RI/Files. When material was received in RI/Files, a complete filing exercise was performed, only finally to discover that the file was charged out to the desk.

Present procedure: As a result of this Suggestion, Clandestine Documents are routed from RI/Analysis to the Case Officer when it is definitely known that such material is permanently charged out. Any material which is not destined for folders charged to RI is not handled by RI/Files. When Case Officers finish with a document known to be destined for a folder which they retain, they add the desk routing after the prescribed routing, thus the material is not processed through RI/Files, but is routed back to their own desks. This new process eliminates unnecessary handling by RI/Files.

B. Summary of Evaluation

RID has taken action to reduce the volume of unnecessary documents routed to the RI/Files section. Analysts have been instructed to eliminate RI/Files from the routing of those dispatches where it is known that the file has been charged out. Desk Officers have been asked to put themselves on the return routing after file is charged to them.

It has been estimated that the volume of material routed to RI/Files has been reduced by 10%, (approximately 1,000 less documents per week). This is a savings of approximately 25 manhours per week at a GS-4 level.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$90.00 Award based on the Tangible Savings of \$2,535.00

D. Decision of the Committee

☒ Adopted \$ 90 Award ☐ Certificate of Appreciation

☐ Not Adopted

Moved -
Seconded
S-E-C-R-E-T

25X1A

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

23 February 1961

SUGGESTION NO. 61-135: dated 21 September 1961
STATINTL [REDACTED] GS-11, Dep. Chief, Records Center
RC, Mgt/S, DD/S

A. Summary of Suggestion

Suggester designed and built a table with a built-in, well-type drawer for the Records Center statistical file.

Former procedures: The Records Center statistical file (one drawer) was maintained in a filing cabinet. Two people in two different rooms used the cabinet each day. The statistical file drawer was removed from the cabinet and placed on a small table next to the person using it. The woman using this file had to remove the drawer in the morning and replace it at night.

Present procedure: The statistical file is permanently installed in the new filing table which is mounted on castors and wheeled into the vault each night. The table combines storage and working space in a single unit. It eliminates the need to remove a drawer of files each morning, and provides a neat addition to the office.

B. Summary of Evaluation

This suggestion has been adopted in the office concerned and is very satisfactory, both in convenience to the two employees involved and as a solution to a unique filing problem. The conception, design and construction of new types of filing equipment is not a responsibility of Records Center personnel. There is a Tangible Savings of one hour per day of a GS-7 employee (\$670.80 per year). *check this*

Chief, Records Management Staff stated "...a formal request through Supply channels was not made because equipment to satisfy this particular need was not available. It is true that tubs on wheels and rolling tables are not new; however, these were not suitable to Records Center's requirements. The table developed by the suggester has proven invaluable and has solved the problem."

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$35.00 Award based on Tangible Savings of \$670.80.

D. Decision of the Committee

✓ Adopted

\$15 Award

Certificate of Appreciation

Not Adopted
Approved For Release 2000/06/19 : CIA-RDP80-00832A000300030001-0
STATINTL [REDACTED]

moved \$15
recovered
RDP80-00832A000300030001-0

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

23 February 1961

SUGGESTION F 61-246: dated 18 November 1960

25X1A

[REDACTED], GS-8, Elec. Tech.
[REDACTED], GS-8, Elec. Tech.
OC, DD/S

A. Summary of Suggestion

Suggesters proposed a method of installing a safety device in the Collins 231-D and 16-F type transmitters to prevent equipment damage at unattended transmitter sites.

B. Summary of Evaluation

This safety device will save extensive wear on autotune motors and single turn units and will preclude the need for extensive maintenance surveys.

The optional Modification Work Order, to [REDACTED] which have unmanned transmitters, in fact constitutes the adoption of the idea. OC states that the extent of application is extended and the degree of benefit is moderate.

25X1A

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$150 Award based on Intangible Benefits (Moderate-Local) to be equally shared by the two suggesters.
3. To be explored by Army and N.S.A.

D. Decision of the Committee

☐ Adopted ☐ Award ☐ Certificate of Appreciation
☐ Not adopted

25X1A

[REDACTED] moved that this be
tabled to find how much a motor costs
and manhours savings.

25X1A

[REDACTED] seconded

~~C-O-N-F-I-D-E-N-T-I-A-L~~

SUMMARY OF SUGGESTIONS AND ACTION TAKEN BY CHAIRMAN

MINIMAL AWARDS CASES

19 December 1960

SUGG. NO. PI-60-89: dated 13 August 1959
25X1A [REDACTED], GS-12, Intelligence Officer
WH, DD/P

Summary

1. Suggester proposed that more liberal use be made of the Non-Accountable Pouch for routine, frequently recurring correspondence which is not sensitive or important enough to be fully recorded and retained in the permanent record. Suggester also proposed an over-printed dispatch form for transmittal of T/A forms to the Field.

25X1A

Action Taken

: A [REDACTED] which establishes additional criteria for using a transmittal-type dispatch was issued 1 September 1960. It stated that: "The use of the Transmittal Manifest, Form 1236, is encouraged to eliminate unnecessary dispatches and other paper work. It provides an appropriate record of transmittal and receipt of material."

Award

: Certificate of Appreciation.

SUGG. NO. 61-30

: Dated 20 July 1960
 [REDACTED], GS-12, Selection Officer
 [REDACTED] GS-6, Library Assistant
 OCR, DD/I

25X1A

Summary

- : Suggesters proposed that a "screw-jack" be installed in the bookholder attached to the Photostat Expeditor to raise and lower the bookholder according to the size required for the print.

Action Taken

1. The Machine Division, OCR, is researching the feasibility of either building a "screw-jack" on existing equipment or of buying a complete, new unit on which the device is now standardized. Consideration of this improvement has been speeded up as a result of this independent suggestion.

Award

: \$25.00 to be equally shared by the two suggesters.

SUGG. NO. 61-180

: Dated 25 October 1960
[REDACTED], GS-5, Biographical Analyst
OCR. DD/I

25X1A

Summary

: Suggestor proposed that a definition of each classification be contained in the

~~C-O-N-F-I-D-E-N-T-I-A-L~~

C-O-N-F-I-D-E-N-T-I-A-L

SUGG. NO. 61-180 (Cont'd)

Summary

- : which is issued to new employees to acquaint them with the level of security which each classification carries.

Action Taken

- : A draft has been prepared for a new handbook for employees to read upon entering on duty. This handbook will feature clear-cut descriptions of classification degrees. OS states that this suggestion has reinforced their belief that defining these terms is necessary.

Award

- : Certificate of Appreciation.

C-O-N-F-I-D-E-N-T-I-A-L

SUMMARY OF SUGGESTIONS AND ACTION TAKEN BY CHAIRMAN

MINIMAL AWARDS CASES

10 February 1961

SUGGESTION NO. 60-460: dated 30 March 1960
25X1A [REDACTED], GS-7, Fiscal Account Assistant
Fiscal, Compt., DD/S

Summary: Suggester proposed a revised procedure for the control and month-end balance of reciprocal accounts of concern to both Fiscal Division and Finance Division. Fiscal now sends documents in batches (accompanied by a summary sheet throughout the month) rather than individually. Finance had been checking off each document as received. In the old procedure, once these reports had been processed in Finance Division, a machine report showed which voucher had been posted. When these machine lists were put together, it was found that they were duplicated by Fiscal. Now Fiscal checks with Finance first to determine if the totals agree; if they do not, they are checked.

Action Taken : Comptroller's office revised the procedure in the month-end reconciliation of reciprocal accounts so as to eliminate the typewritten listing of items by Fiscal Division.

Award : \$25.00 Award based on Intangible Benefits (Slight-Limited)

SUGGESTION NO. 60-503: dated 25 April 1960
25X1A [REDACTED], GS-14, Intel. Officer
25X1A [REDACTED] DD/P

Summary: Suggester proposed that a map showing routes and stops be posted in each Shuttle Bus and at each building exit.

Action Taken : The Agency Shuttle Bus schedule has been reprinted to include a strip map which indicates the basic routes and stops of Shuttle Buses. The schedules are available in all administrative offices and the map section of the schedule has been placed in each Agency Shuttle Bus.

Award : Certificate of Appreciation

SUGGESTION NO. 60-517: dated 3 May 1960
25X1A [REDACTED], GS-8, Admin. Assistant
EE, DD/P

Summary: Suggester proposed widespread publication of the internationally accepted phonetic alphabet.

Action Taken : This idea was incorporated in a promotional device used by the Suggestion Awards Staff. The alphabet will be printed on one side

Suggestion No. 60-517 (Continued)

Award : \$25.00 Award based on Intangible Benefits (Slight-Limited)

SUGGESTION NO. 60-536: dated 16 May 1960

25X1A

[REDACTED], GS-6, Admin. Assistant
OCR, DD/I

Summary: Suggester proposed that a kit be prepared for use by Records Custodians. It was suggested that this kit contain an organizational outline, purpose and use of Records Control Schedule, a description of the services available in the Records Center and complete instructions for retiring to and retrieving material from Records Center. Appropriate pamphlets and notices put out by Records Management Staff would also be included.

Action Taken : OCR adopted this suggestion. Each Division in OCR has at least one person who needs an accurate, detailed knowledge of procedures. This kit facilitates the training of new people and provides a permanent and individual guide to procedures.

This suggestion also prompted Records Management Staff to send a memo to all Agency ARO's reminding them of the handbooks and other material which they should have handy at all times.

Award : \$15.00 Award based on the Intangible Benefits (Slight-Limited)

SUGGESTION NO. 60-600: dated 28 June 1960

25X1A

[REDACTED], WB-10 (GS-8 level) Gen. Mechanic
OL, DD/S

Summary: Suggester proposed an improved trash box; fireproofed, lined with metal, top hinged and large enough to accommodate all the trash.

25X1A Suggester estimated that some twenty boxes were needed at [REDACTED] 25X1A
[REDACTED] alone; and that the purchase price is about \$6,000. The 25X1A
suggested boxes, constructed by [REDACTED] personnel, would
cost approximately \$1,487.20.

Action Taken : The Suggester's original model was modified, providing a more complete fireproof feature and OL recommended a slight-limited award. The Records Center also needs a trash box of this design, but smaller; the hinged side and metal liner will be of distinct value to them.

Award : \$25.00 Award based on Intangible Benefits (Slight-Limited)

SUGGESTION NO. 61-231: dated 30 November 1960

25X1A

[REDACTED], GS-6, Admin Assistant
WE, DD/P

Summary: Suggester proposed the design and use of a larger size window-type envelope for dissemination of Clandestine Services reports from

Suggestion No. 61-231 (Continued)

"K" Building Reproduction Plant; also, that something be done to avoid destroying the used "regular" manila envelopes.

Action

Taken : Though this suggestion was not adopted as presented, it did spark an improvement which will eliminate the use of approximately 10,000 envelopes in "K" Building Reproduction Plant with an estimated annual savings of \$200.00. As a result of this suggestion, Records Management Staff persuaded Reproduction to send material which is destined for I, J, K and L Buildings with a buck slip attached instead of an envelope.

Award : \$25.00 Award based on Intangible Savings (Slight-Limited)

SUGGESTION NO. 61-298: dated 10 January 1961

25X1A [REDACTED], GS-5, Clerk Typist
OS, DD/S

Summary: Suggester modified Form 640 (Case Control) by adding two carbon copies to the ditto master. Now, at the Suggester's desk, the typing operation is cut in half; there is only one typing of the information on one form (ditto master and two record copies) instead of two typings on similar forms.

Action

Taken : Form 640b was adopted in June, 1960, and is in use. It has eliminated the duplication of effort on Suggester's desk as well as on a similar activity in her office. The suggestion saves 260 manhours per year by reducing the processing time of two clerks in the Investigation Branch of OS.

Award : \$25.00 Award based on Tangible Savings of \$559.00.

25X1A

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Approved For Release 2000/06/19 : CIA-RDP80-00832A000300030001-0

S-E-C-R-E-T

20 December 1960

MEMORANDUM FOR: The Record

SUBJECT : Agenda for Meeting of Suggestion Awards Committee

1. The CIA Suggestion Awards Committee is scheduled to meet on Tuesday, 20 December 1960, at 2:30 p.m. in Room 1-A, [REDACTED]

25X1A

2. The following items are enclosed for your review:

TAB 1 -- Tentative Agenda

TAB 2 -- Minutes of Last Committee Meeting

TAB 3 -- Summary of Suggestions to be considered at this meeting.

TAB 4 -- Summary of Minimal Awards

FOR THE CHAIRMAN, SUGGESTION AWARDS COMMITTEE:

25X1A

[REDACTED]
Executive Secretary

S-E-C-R-E-T

25X1A

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Approved For Release 2000/06/19 : CIA-RDP80-00832A000300030001-0

S-E-C-R-E-T

20 December 1960

MEMORANDUM FOR: The Record

SUBJECT : Agenda for Meeting of Suggestion Awards Committee

1. The CIA Suggestion Awards Committee is scheduled to meet on Tuesday, 20 December 1960, at 2:30 p.m. in Room 1-A, [REDACTED]

25X1A

2. The following items are enclosed for your review:

TAB 1 -- Tentative Agenda

TAB 2 -- Minutes of Last Committee Meeting

TAB 3 -- Summary of Suggestions to be considered at this meeting.

TAB 4 -- Summary of Unfilled Awards

FOR THE CHAIRMAN, SUGGESTION AWARDS COMMITTEE:

25X1A
[REDACTED]

Executive Secretary

S-E-C-R-E-T

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

Regular Meeting of the Supervision Board's Committee

Tuesday 20 December 1960

AGENDA

1. Call to order
2. Minutes of last meeting *accepted.*
3. Report by Executive Secretary
4. Comments by Chairman
5. Old Business
6. New Business
(Vote on suggestions attached)
7. Adjournment

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATION FOR THE COMMITTEE

20 December 1960

SUGGESTION NO. PI59-254: dated 5 May 1958

STATINTL

[REDACTED], (GS-10 level) Mech/
PSD, OL, DD/S Machinist

A. Summary of Suggestion

Suggester proposed that techniques of ultrasonic agitation be applied to the photographic processing systems. This method consists of producing electrical power at a frequency above 20,000 cycles per second, and utilizing this power to cause mechanical vibrations to occur at the same frequency in a liquid bath. This process practically eliminates streaks and spots on negatives which are encountered with machine processing, also tanks and hangers are self-cleaning. Solution life is greatly extended and increased film density permits shorter exposures, due to reduced oxidation.

A non-photographic by-product could be the occasional utilization of the system to clean mimeograph cylinders, a most efficient method.

B. Summary of Evaluation

As a result of this suggestion, one of these devices was obtained and has been successfully used for cleaning mimeographic drums, press rollers, machine parts, etc. It is very satisfactory. It removes substances from inaccessible places. In the past, new parts were purchased and installed when the others became too dirty to be useful.

Due to priority jobs in the Printing Services Division, extensive testing of the agitator on microfilm processing will not be completed for a year or more. However, the intangible benefits derived from the application of the ultrasonic agitator for cleaning purposes has been determined and is estimated to be of local application with slight degree of benefit.

C. Recommendation of Executive Secretary

1. Not in line-of-duty. (See TAB A)
2. \$25 to \$50 Interim Award Based on Intangible Benefits
(Slight-Local)

D. Decision of the Committee

☒ Adopted

35.00 Award

☐ Certificate of Appreciation

☐ Not Adopted

STATINTL

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

MEMORANDUM FOR THE RECORD

1. Subject: Line of Duty

This person is, according to his job description and according to his supervisors, responsible for the repair, design and development of electronic gear.

In this instance he read about the agitator in a Trade Magazine and ordered it TO REMOVE grease particles, etc., from inside the printing drums. He figured that if it would work for watch companies, instrument and missile manufacturers as a cleaning machine, it would work here where so much of our business is in printing reports. His ingenuity was displayed by using the microfilm process for this important cleaning function.

The machine itself was designed for microfilm processing and will not be tested for that purpose for a year or two, due to pressure of business in OL.

We believe the suggester should receive interim recognition.

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATION FOR THE COMMITTEE

20 December 1960

SUGGESTION NO. 60-335: dated 13 January 1960

STATINTL

[REDACTED], GS-11, Photo. Intel. Officer

PIC, DD/I

A. BACKGROUND OF SUGGESTION

The light source for the Wild Stereomicroscope consists of two bulbs, each of which is controlled by a rheostat. These bulbs are placed in the instrument by first inserting them in lampholders, which, in turn are mounted in the base of the microscope. Insertion of the bulbs in the lampholders is accomplished by a brass bayonet-type adapter which is soldered to the base of the bulbs. The bulbs are purchased from the Wild Company, with the brass adapters already attached.

B. SUMMARY OF SUGGESTION

The suggester proposed that the lampholders be fitted with permanent adapters to accommodate more economical American-made, replacement bulbs.

C. SUMMARY OF EVALUATIONS

1. CIA - Technical representatives of CIA have recently been contacted by the Wild Company stating that as a result of our inquiry into this matter they have developed an adapter for the Stereomicroscope that will accommodate a cheaper bulb. This will permit the PIC to use a bulb costing \$1.40 as opposed to \$5.40 presently paid for bulbs. At the present rate of usage it is estimated that the Center will realize a saving of approximately \$230. a year. Fifty of these instruments have been purchased by the Intelligence Community, including sixteen by CIA.
2. Army - Adapters and American made bulbs are now on hand for installation in the ten (10) Wild Microscopes available in ACSI activities. It is estimated that the adoption of the cited suggestion will result in an annual savings of approximately \$160.00.
3. Navy - Estimates that they will spend \$54.00 on modifying six microscopes; 2) save about \$4.00 on each of 100 bulbs per year or \$400.00.

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

(60-335 continued)

4. Airforce-ATIC uses nine Wild Stereomicroscopes. Three of these instruments utilize two each of the old style \$5.40 light bulbs while the other six utilize two each of the Wild adapter light bulb at a cost of \$1.40 each. These instruments are in constant use but AF people have learned how to properly adjust the light source, and the burn-out rate of the bulbs is surprisingly low. AF intends to convert the three old style light sources to the new style at some future date when their present stockpile of \$5.40 light bulbs is depleted. AF told they calculate that they will save about \$95.00 per year.

D. RECOMMENDATION OF THE EXECUTIVE SECRETARY

1. Not in line-of-duty.
2. \$50.00 award based on the Tangible Scale of Savings to all known Government installations, to be paid from CIA funds.

886.00 = 45.00

E. DECISION OF THE COMMITTEE

☒ Adopted

50.00 Award

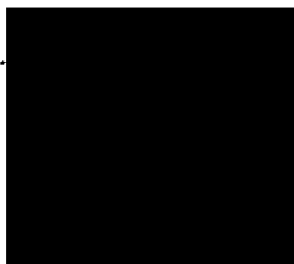
____ Certificate of Appreciation

____ Not Adopted

*Round 2 of 8
To
50.00*

*96.00
400.
160.
230
886.*

STATINTL



*revised.
please del.*

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATION FOR THE COMMITTEE

20 December 1960

SUGGESTION NO. 60-398: dated 1 February 1960

61-29 dated 22 July 1960

STATINTL

[REDACTED] GS-5, Security Clerk
OS, DE/S

A. Summary of Suggestions

1. Suggester designed a Roll Applicator to replace the hexagonally-shaped applicator. These applicators are used to apply Platex solution semi-automatically to paper masters on the Multilith Model No. 1250 (Suggestion No. 60-398). When in operation, only one surface of the hexagonally-shaped part came in contact with the paper master, causing the fabric covering to wear unevenly as well as to "drag" on the paper master. Consequently, this standard part was replaced as often as three times a week. The modified part distributes wear and tear evenly and reduces the "drag" on the paper master.

2. At the time Suggestion No. 60-398 was evaluated, it was discovered that some Agency offices also used another type of Multilith Machine, Model 2550. The suggester was encouraged by the Suggestion Awards Staff to devise a roll applicator for the Model 2550 machine (Suggestion 61-29). The modification was slightly different in size from that on the Model 1250, but achieved the same results.

3. To construct the Roll Applicator for Multilith Models 1250 and 2550, the suggester used a discarded roller and had it milled to meet his specifications for each machine.

B. Summary of Evaluation

1. OL/PSD, (with 30 Multilith Machines) determined that the Addressograph and Multilith Company will not make this conversion on their machines, although they admit that the applicator is a big time saver. They concluded that the roll applicator will not produce the volume of work demanded by all their customers.

2. Office of the Cable Secretariat has been using a roll applicator since June 1960 on the 1250 machine, but no conclusions have been reached to prove its value in their type of operation.

3. OS states that attachment (roll applicator) built by the suggester has been in use by the Security Records Division since December 1959 on the Multilith 1250 and since 22 July 1960 on the 2550 machine. OS reports that Tangible Savings in Security Records Division approximate \$2300.00. In addition, some intangible benefits will accrue to OS Security Records Division, two OS [REDACTED] and seven Government Agencies. Before the adaptor was used in OS, names and dates could be misread by the investigative agencies causing unneeded duplication and possible incorrect conclusions on security clearances.

STATINTL

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUGGESTION NO. 60-398 and 61-29 (continued)

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.

2. \$100 total award based upon similar cases, previously ruled upon.

Approximately \$65.00 for tangible savings. And approximately \$35.00 for intangible benefits (flight-local)

3. Send to CSC for use in other Government Agencies that use a substantial quantity of short-run Multilith rats.

D. Decision of the Committee

☒ Adopted

☐ Not Adopted

STATINTL

Claimed Savings? 2789.00 in OS above.

STATINTL

*Moves. 100. -
records*

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATION FOR THE COMMITTEE

20 December 1960

SUGGESTION NO. 60-4//

STATINTL

[REDACTED], GS-14, Chief, ADP Division
COMPT., DD/S

A. Summary of Suggestion

1. Suggester proposed a method for computing withholding state and local income taxes from the compensation of Federal employees where the state or local withholding rate is not a constant percentage of the Federal withholding rate, particularly if the agency is using or plans to use electronic data processing equipment.

2. This suggestion was originally proposed 4 January 1960, but was declined by Treasury Department. [REDACTED], the suggester, believing that his case had not had an adequate hearing, went to see the officers of the Treasury Department; [REDACTED] was accompanied by [REDACTED] Office of CIA General Counsel.

Treasury was persuaded, and a letter went out to all Federal agencies and Departments, implementing this major improvement.
(SEE TAB B)

B. Summary of Evaluation

1. The suggestion as adopted by the Agency will result in using three basic automatic data processing (ADP) programs as follows: (a) a percentage factor program for relating withholdings for certain States to the amounts withheld for Federal Tax (b) a program for withholdings for the District of Columbia, and (c) a program for withholdings for the State of Maryland.

2. This suggestion was developed as a direct result of an undertaking to convert Agency payroll, accounting, personnel documentation, and other machine record programs to high-speed automatic data processing equipment. The suggestion is unique and required a considerable degree of foresight, since it affected existing laws and regulations of various states. It provides a mechanical short cut for substantially complying with the states' requirements for tax withholdings. As a direct result of action taken by the suggester and other Agency representatives with the Department of the Treasury, the principle of this suggestion has been approved by the Department of the Treasury for use by Federal Agencies after nearly all of the affected states endorsed the method. This suggestion holds potential savings for all Government agencies or private concerns which use an automatic data processing system for computing the compensation payable to employees who are subject to the tax withholding laws of the State and the District of Columbia. It is recommended that in view of the broad potential use of the suggestion in other Federal Agencies and elsewhere, that this suggestion be reevaluated in 12 to 18 months to ascertain the extent

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as an additional award may be appropriate for consideration at that time.

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUGGESTION NO. 60-441 (Continued)

3. CIA expert opinion is attached as TAB A for information.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.

2. \$200 to \$500 award based on Intangible Benefits

Moderate
~~High~~
Broad)

D. Decision of the Committee

☒ Adopted

300.00

Award

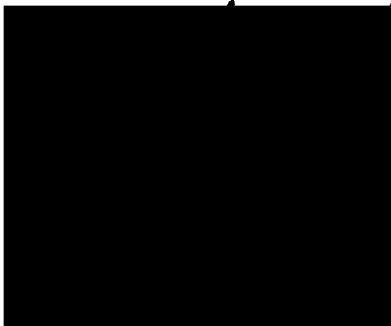
☐ Certificate of Appreciation

☐ Not Adopted

STATINTL



STATINTL



never 300. it should be left open

never 300. need close,

*recommended.
no future
reconsideration*

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

51-411

Chairman,
Comptroller Suggestion Awards Panel

1. As requested on Form 610, Routing and Record Sheets, dated 27 October 1960, Employee Suggestion No. 61-411, for relating State income tax withholdings to Federal Tax withholdings, has been evaluated as it applies to this agency.
2. The suggestion as adopted by the Agency will result in using three basic automatic data processing (ADP) programs as follows: (a) a percentage factor program for relating withholdings for certain States to the amounts withheld for Federal Tax (b) a program for withholdings for the District of Columbia, and (c) a program for withholdings for the State of Maryland.
3. Based upon the data cited in the suggestion, the cost of the memory positions required by the three programs indicated has been estimated at \$460 per annum. The suggestion as adopted included a qualification that the withholdings processed under the factor system would be manually reviewed periodically to insure general conformance with State withholding schedules. The cost of performing this manual review has been estimated to require 35.5 man hours for an approximate annual cost of \$80.00 which, added to the cost of the memory positions, gives a total annual cost of \$540.
4. Also based upon the illustrative costs and averages, the cost to the Agency of memory positions required for programming each of 9 States (the present number for which withholdings are made) could amount to approximately \$1,900 per year.
5. The net apparent savings which might accrue to the Agency would be the difference between the cost of the programs required by the suggestion (as adopted) and the cost for individual programs for each State. Thus, net apparent savings are estimated to be \$1,360 per annum (\$1,900 minus \$540).
6. The apparent savings based upon the above computations are considered to be too speculative for evaluation of specific savings because such savings would be dependant upon whether the memory positions used for computing State tax withholdings would be included in the installed system of ADP equipment solely because of the need for such equipment capacity to perform the payroll program, or whether other programs would require at least the same minimum of equipment capacity if not a greater capacity in some instances.
7. Savings will undoubtedly accrue to the Agency from adoption of the suggestion; however, it is believed that any such savings are more directly related to the cost of man hours required to establish and maintain currently the separate ADP programs for each individual State which requires a tax withholding rather than being related to the

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

cost of many positions of equipment. States differ in their schedules of withholding, and standards cannot be established readily to compute the cost of preparing individual ADP programs for comparison with the cost of preparing and applying, as necessary, a uniform program.

8. For the above reasons, it is concluded that savings to the Agency should be considered as intangible benefits rather than tangible, since there is no specific basis on which to compute specific savings. In our opinion, the suggestion as adopted should be evaluated as it applies to this Agency as of moderate benefit and local in extent of application.

9. This suggestion was developed as a direct result of an undertaking to convert Agency payroll, accounting, personnel documentation, and other machine record programs to high speed automatic data processing equipment. Although it is known by this Panel that the suggester is the Chief, Automatic Data Processing Division of this Office who should be expected as a normal function of his position to conceive and develop improved methods for performing ADP operations, this Panel nevertheless believes that this suggestion merits consideration for award for the following reasons:

a. The suggestion is unique and required considerable degree of foresight since it affected existing laws and regulations of various States. It cuts across detailed regulations prescribed for making tax withholdings for each State and provides a mechanical short cut for substantially complying with the State's requirements for tax withholdings. As a direct result of action taken following a discussion of the subject of this suggestion by the suggester and other Agency representatives with the Department of the Treasury the principle of this suggestion has been approved by the Department of the Treasury for use by Federal agencies after nearly all of the affected States endorsed the method. Determination was made, however, to adopt the basic idea of this suggestion for application to ADP operations within this Agency even before the States and Treasury Department had commented.

b. The nature of the suggestion was such that the employee's performance would not have been judged less than satisfactory if the suggestion had never been submitted.


c. Adoption of the suggestion required that it be documented for submission to superior officers within the Agency for consideration and final approval. It could not be put into effect based upon the sole authority of the suggester.

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

10. This suggestion holds potential savings for all Government agencies or private concerns which use an automatic data processing system for computing the compensation payable to employees who are subject to the tax withholding laws of the States and the District of Columbia. The larger the number of States and other taxing authorities for which withholdings must be computed, the greater the savings will be because of the application of a uniform program instead of applying a separate program for each taxing authority involved. It is recommended that in view of the broad potential use of the suggestion in other Federal agencies and elsewhere, that this suggestion be reevaluated in 12 to 18 months to ascertain the extent to which it has been adopted by others and savings resulting therefrom as an additional award may be appropriate for consideration at that time. This is particularly pertinent to this suggestion because there is an ever increasing utilization of ADP techniques by Federal agencies and an increasing number of taxing jurisdictions which require income tax withholdings from payrolls.

STATINTL


Chairman, Comptroller Suggestion Awards Panel

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y



TREASURY DEPARTMENT
FISCAL SERVICE

WASHINGTON 25

OCT 6 1960

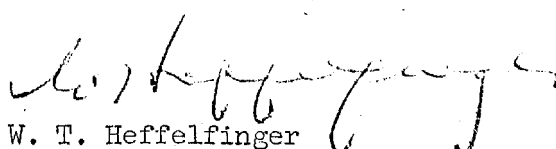
TO: THE HEADS OF EXECUTIVE DEPARTMENTS
ESTABLISHMENTS, AND AGENCIES, AND
OTHERS CONCERNED:

SUBJECT: Use of percentage methods for withholding
of state income taxes.

A number of Federal agencies withholding state income taxes from the compensation of Federal employees have centralized payroll systems in which they are using, or are planning to use, electronic data processing equipment. In such case a number of data processing steps may be eliminated by use of percentage methods in lieu of state tax withholding tables. These percentages can be developed by relating the amount required to be withheld for each employee as shown by withholding tables, to the Federal tax withheld or to the gross income, as the case may be. States which have approved (or will approve upon application) the use of percentage methods are shown in columns 7 and 8 on the attached list.

In no case should withholding of state income tax be less than that required by the various state withholding tables.

Questions relating to the use of the attached list should be directed to the Accounting Systems Division, Bureau of Accounts, Treasury Department.


W. T. Heffelfinger
Fiscal Assistant Secretary

Attachment

SUMMARY OF STATE INCOME TAX DATA

For October 1960

	INCOME TAX IMPOSED	WITHHOLDING OF TAX	AGREEMENT WITH TREASURY	TABLES AND FORMULAE PRESCRIBED FOR WITHHOLDING		PERCENTAGE METHODS IN USE OR APPROVED FOR USE (X)	
				TABLES	FORMULA	% GROSS INCOME	% FEDERAL TAX
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
ALABAMA.....	X	X	X			-	
ALASKA.....	X	X	X	X	X	X	X
ARIZONA.....	X	X	X	-	-	X	X
ARKANSAS.....	X	-	-	-	-	-	-
CALIFORNIA.....	X	1/	-	-	-	-	-
COLORADO.....	X	X	X	-	-	-	X
CONNECTICUT.....	-	-	-	-	-	-	-
DELAWARE.....	X	X	X	X	X	-	X
FLORIDA.....	-	-	-	-	-	-	-
GEORGIA.....	X	X	X	X	X	-	2/
HAWAII.....	X	X	X	X	X	-	3/
IDAHO.....	X	X	X	-	-	-	X
ILLINOIS.....	-	-	-	-	-	-	-
INDIANA.....	X	X	X	X	X	-	-
IOWA.....	X	1/	-	-	-	X	X
KANSAS.....	X	-	-	-	-	-	-
KENTUCKY.....	X	X	X	X	-	-	-
LOUISIANA.....	X	4/X	-	-	-	X	X
MAINE.....	-	-	-	-	-	-	-
MARYLAND.....	X	X	X	X	X	5/	5/
MASSACHUSETTS.....	X	X	X	X	X	X	-

- 2 -

		INCOME TAX IMPOSED	WITHHOLDING OF TAX	AGREEMENT WITH TREASURY	TABLES AND FORMULAE PRESCRIBED FOR WITHHOLDING		PERCENTAGE METHODS IN USE OR APPROVED FOR USE (X)	
					TABLES	FORMULA	% GROSS INCOME	% FEDERAL TAX
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
VIRGINIA	MICHIGAN.....	-	-	-	-	-	-	-
WASHINGTON	MINNESOTA.....	X	-	-	-	-	-	-
WEST VIRGINIA	MISSISSIPPI.....	X	-	-	-	-	-	-
WISCONSIN	MISSOURI.....	X	-	-	-	-	-	-
WYOMING	MONTANA.....	X	X	X	X	-	-	-
DISTRICT OF COLUMBIA	NEBRASKA.....	-	-	-	-	X	-	-
	NEVADA.....	-	-	-	-	-	-	-
	NEW HAMPSHIRE.....	6/	-	-	-	-	-	-
	NEW JERSEY.....	-	-	-	-	-	-	-
	NEW MEXICO.....	X	-	-	-	-	-	-
	NEW YORK.....	X	X	X	X	X	7/X	-
	NORTH CAROLINA.....	X	X	X	X	X	8/	-
	NORTH DAKOTA.....	X	-	-	-	-	-	-
	OHIO.....	-	-	-	-	-	-	-
	OKLAHOMA.....	X	9/X	X	-	-	-	X
1/	OREGON.....	X	X	X	X	X	10/	10/
2/	PENNSYLVANIA.....	-	-	-	-	-	-	-
	RHODE ISLAND.....	-	-	-	-	-	-	-
3/	SOUTH CAROLINA.....	X	X	X	X	X	X	X
4/	SOUTH DAKOTA.....	-	-	-	-	-	-	-
	TENNESSEE.....	6/X	-	-	-	-	-	-
5/	TEXAS.....	-	-	-	-	-	-	-
6/	UTAH.....	X	X	X	-	-	-	X
	VERMONT.....	X	X	X	X	X	X	X

- 3 -

	INCOME TAX IMPOSED	WITHHOLDING OF TAX	AGREEMENT WITH TREASURY	TABLES AND FORMULAE PRESCRIBED FOR WITHHOLDING		PERCENTAGE METHODS IN USE OR APPROVED FOR USE (X)	
				TABLES	FORMULA	% GROSS INCOME	% FEDERAL TAX
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
VIRGINIA.....	X	-	-	-	-	-	-
WASHINGTON.....	-	-	-	-	-	-	-
WEST VIRGINIA.....	-	-	-	-	-	-	-
WISCONSIN.....	X	-	-	-	-	-	-
WYOMING.....	-	-	-	-	-	-	-
DISTRICT OF COLUMBIA.....	X	X	X	X	X	-	<u>11/</u>

1/ Non-Resident withholding only.

2/ Will approve upon application.

3/ May approve upon application.

4/ Withholding effective January 1, 1961.

5/ Not approved.

6/ Interest and dividends only.

7/ New York has approved percentage of gross if carried to 4 decimal places.

8/ Will approve upon application. Request should be for approval of Federal Method No. 2.

9/ Withholding suspended pending referendum.

10/ Will approve upon application.

11/ Will approve (12 percent) upon application.

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

20 December 1960

SUGGESTION NO. 60-482: dated 22 March 1960

STATINTL

[REDACTED], GS-12, Budget Officer
OS, DD/S

A. SUMMARY OF SUGGESTION

STATINTL

Suggester proposed that Security Agents in charge of [REDACTED] offices be given authority to purchase expendable office supplies and include such expenses in their monthly accountings. Savings include manpower, transportation, paper, machine operation, communications, packaging and related operations, as well as elimination of all correspondence relative to delays, damage or lost items. There is also a significant improvement in security.

B. SUMMARY OF EVALUATIONS

This suggestion points up the need for further formalization and standardization of purchase practices. Additional purchases of expendable supplies reduces requisitions and resultant administrative costs. Tangible benefits derived would approach \$2,000 or \$3,000 per year. The Office of Security states that this new procedure has recently been put into effect.

C. RECOMMENDATION OF EXECUTIVE SECRETARY

1. Not in line-of-duty.

2. \$65. - award based on the Tangible Scale

Saving of 2400.00

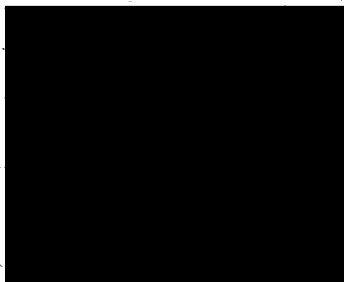
D. DECISION OF COMMITTEE

☒ Adopted

☐ Not Adopted

Certificate of
Appreciation

STATINTL



85.2
never 85.4
rec'd

CIA INTERNAL USE ONLY

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

20 December 1960

SUGGESTION NO. 60-182, dated 22 March 1960

STATINTL

OS, DD/S

, GS-12, Budget Officer

A. SUMMARY OF SUGGESTION

Suggester proposed that Security Agents in charge of [redacted] offices be given authority to purchase expendable office supplies and include such expenses in their monthly accountings. Savings include manpower, transportation, paper, machine operation, communications, packaging and related operations, as well as elimination of all correspondence relative to delays, damage or lost items. There is also a significant improvement in security.

STATINTL

B. SUMMARY OF EVALUATIONS

This suggestion points up the need for further formalization and standardization of purchase practices. Additional purchases of expendable supplies reduces requisitions and resultant administrative costs. Tangible benefits derived would approach \$2,000 or \$3,000 per year. The Office of Security states that this new procedure has recently been put into effect.

C. RECOMMENDATION OF EXECUTIVE SECRETARY

1. Not in line-of-duty.

2. \$65. - award based on the Tangible

Savings of 2400.00

D. DECISION OF COMMITTEE

✓ Adopted

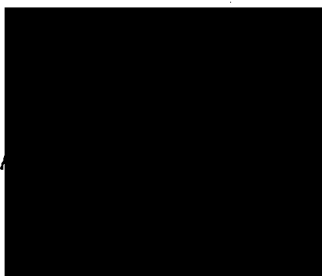
85.00

Award

Certificate of Appreciation

Not Adopted

STATINTL



uses 85.00
recom

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8 December 1960

TO : Executive Secretary,
Suggestion Awards Committee

STATINTL ATTN : [REDACTED] STATINTL

SUBJECT: OS Suggestion of [REDACTED]

1. In accordance with your request for additional information in connection with the suggestion of [REDACTED] in regard to expendable supplies, the following was ascertained from [REDACTED], Acting Chief, Administration and Training Staff, Office of Security.

STATINTL
STATINTL

2. It is estimated that the tangible benefits to be derived from this suggestion would approach \$2,000 or \$3,000 per year. A recent survey within this Office indicated that in the case of 144 requisitions which were processed through Headquarters over a twelve-month period, the total cost for processing and shipping was approximately \$5,900. It cannot be concluded that under the new procedure the savings will amount to this much since many of these requisitions will continue to be processed through Headquarters. Those of a non-expendable nature and those of an expendable nature which are not readily available in the field will continue to be processed as heretofore.

3. In addition, this office is making certain procurements through the [REDACTED] and is considering procurement through the [REDACTED]. Further, the new procedure of formalizing and standardizing field procurement has just recently gone into effect, and no norm or operating history has yet been established upon which a more accurate estimate can be based.

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s/

[REDACTED]
Chairman, OS

Incentive Awards Committee

STATINTL

Approved For Release 2000/06/19 : CIA-RDP80-00832A000300030001-0

Next 2 Page(s) In Document Exempt

Approved For Release 2000/06/19 : CIA-RDP80-00832A000300030001-0

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

20 December 1960

SUGGESTION NO. 61-55: dated 29 July 1960
[REDACTED], GS-12, Intelligence Officer
OCI, DD/I

STATINTL

(DEFERRED AT LAST COMMITTEE MEETING FOR LINE OF DUTY DETERMINATION)

A. Summary of Suggestion

Suggester proposed that each item translated from Soviet Publications be identified by "date submitted for Editorial Review", "date sent to the press" and "number printed." It is often important to know when a particular statement was made (or published) and in the case of brochures and monographs, the number of copies printed. This suggestion will make translations more valuable to the analyst and free him from the unnecessary process of requesting the original source through library channels.

B. Summary of Evaluation

STATSPEC

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1. Although recent instructions to [REDACTED] for a particular project incorporated the essence of this suggestion, the suggester has focused attention on the general problem, resulting in revised instructions being sent to [REDACTED]. This instruction implements the suggestion. Data, as requested will be included in the report to the FDD USSR Branch and other branches of FDD whenever appropriate.

STATSPEC

2. The suggester advised that his office (OCI/SSSG) is a different type of consumer from other offices receiving the [REDACTED] reports. Dates are most significant and the adoption of the suggestion will save many phone inquiries and checking of source documents. He tried several times to work out this change with FDD but without success. Obviously, the suggestion, requiring review and reply from the Office of the DD/I, from OO and FDD, will result in the completed action that achieved adoption.

STATSPEC

C. Recommendation of Executive Secretary

1. Not in line-of-duty. (Suggester is an Analyst, at the Journeyman level, assigned to the Sino-Soviet Studies Group, SSBA, OCI. His principal duty is the preparation of SSSG "working papers" on broad aspects of Soviet foreign policy. He does not, at his level, have the authority or responsibility to execute changes in the format of publications prepared by organizations outside the Agency, such as [REDACTED].

STATSPEC

2. \$75.00 award based on Intangible Benefits (Slight-Extended)

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUGGESTION NO. 61-55 (Continued)

D. Decision of the Committee

☒ Adopted

☐ Award

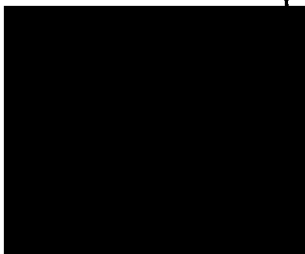
☒ Certificate of Appreciation

☐ Not Adopted

Basic

copy

STATINTL



*move
records*

STATINTL

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C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUGGESTION NO. 61-177 (continued)

3. Since the modification, there has been no expense, other than routine maintenance on any of the four oscillators. On the basis of observed reliability, it can be concluded that all such instruments will benefit by similar modifications.

4. OC has received word that the manufacturer plans to use this on future models.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$50 to \$75 award based on the Intangible Benefits (Slight-Extended)
3. Forwarding of suggestion to the Civil Service Commission for possible Department of Defense, NSA and FCC use.

D. Decision of the Committee

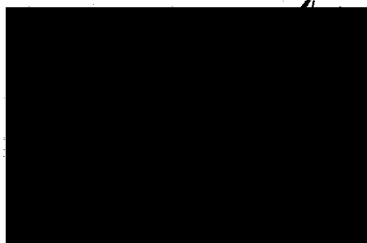
☒ Adopted

75 Award

____ Certificate of Appreciation

____ Not Adopted

STATINTL



C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

20 December 1960

SUGGESTION NO. 61-178: dated 15 Jul. 1960

STATINTL

[REDACTED], GS-9, Electrical Technician
OC, DD/S

A. Summary of Suggestion

1. A requirement existed for a signal-matching device between the high speed Communications System's receiving Data Terminal and the Burrough's S-203 High Speed Electrostatic Printer.
2. The suggester designed and built a converter which was installed directly into the Printer. Cost, as quoted by a commercial contractor, would be about \$5,000 for a single prototype unit; additional units would cost approximately \$1,000 each. The cost of the suggester's converter was only \$58.30 (\$27.30 for parts and \$31.00 for design, construction and installation time). Additional units will cost approximately \$40.00 each.

A description of the problem that existed in connection with the above-mentioned equipment is contained in "TAB A".

3. Design, fabrication and installation of the commercial product would have taken approximately three months. During this time the AS-4A system would have been completely without a readout device, and this method would have required extensive electrical as well as physical modification of the S-4A terminal.

B. Summary of Evaluation

ILLEGIB

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUGGESTION NO. 61-178 (Continued)

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$175.00 award.
\$150.00 for Tangible-Savings of \$5,000.00
25.00 for Intangible-Benefits-(slight-local)
3. ~~We will~~ ^{ing} forward this suggestion to the Civil Service Commission for possible Defense Department, NSA and FCC ~~later~~

AF - yes.
NSA - doubt
FCC - No.

D. Decision of the Committee

☒ Adopted

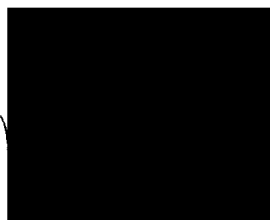
175

Award

Certificate of Appreciation

☐ Not Adopted

STATINTL



- make.
Secured.
para. 3. modified.

Jo -
Ann -

Call him + ask him if he
wants to see a patent.

Tell him To see



STATINTL

O.K.

STATINTL



Coordinator

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY OF BASIC SUGGESTION

1. A requirement existed for a signal matching device between the AS-4A High Speed Communications System's Receive Data Terminal and the Burrough's S-203 High Speed Electrostatic Printer.

2. The initial method was to install a comparatively large tube type "black box" converter within the AS-4A terminal. The cost, as quoted by a commercial contractor, would be upwards of \$5,000 for a single prototype unit; additional units would cost approximately \$1,000 each. This method had the following disadvantages:

(a) The time required for design, fabrication and installation of a suitable converter within the AS-4A terminal would have been approximately three months, during which time the AS-4A System would be completely without a readout device.

(b) This method would have required extensive electrical as well as physical modification of the AS-4A terminal, and once modified, it would have been restricted to use solely with the S-203 as a readout device.

(c) The cable between the converter and the S-203 could cause serious attenuation and distortion of the signal and synchronization pulses if its length was too long, thus restricting the printer to the proximity of the terminal.

3. My method was to design and fabricate an input converter that was installed directly into the printer. The total cost was only \$58.30 (\$27.30 for parts and \$31.00 for design, construction and installation time). Additional units will cost approximately \$40.00 each. My method has the following advantages:

(a) The AS-4A System was functioning with a readout device two days after approval of my idea. (This permitted the System to operate with a readout device during a very important test phase.)

(b) Since the AS-4A terminal need not be modified, it remains intact and its versatility remains unchanged.

(c) The printer is no longer restricted to the close proximity of the AS-4A terminal, since the signal and synchronization pulses are converted after the inter-connecting cable.

(d) My converter is compact. It is constructed on a 4½" by 6" plug-in circuit board.

(e) Although efficiency was not a significant advantage, the use of transistors and silicon semi-conductors in my converter improved the electrical efficiency many times.

(f) My converter was installed within the printer in an easily

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

C-O-N-F-I-D-E-N-T-I-A-L

SUMMARY OF SUGGESTIONS AND ACTION TAKEN BY CHAIRMAN

MINIMAL AWARD CASES

23 November 1960

Sugg. No. 60-541: dated 18 May 1960
25X1A [REDACTED], GS-12, Intelligence Officer
FDD, OO, DD/I

Summary : Suggester proposed that Form 122 (Request for Information from Foreign Documents) which accompanies the original foreign language material, be changed from white to a color which would easily be distinguished from the bulk of material passing through FDD.

Action Taken : Recently Form 122 (Request for Information from Foreign Documents) was combined with Form 695 (Project Record). Form 695 was printed on the back of Form 122. At the time of printing, this form was changed from white to yellow.

Award : Certificate of Appreciation

Sugg. No. 60-555: (IDI) dated 23 May 1960
Department of the Interior
Suggestion No. BLM 3-58-48

Summary : The Department of the Interior has adopted a suggestion to reprint and distribute an article from Popular Mechanics entitled, "What To Do When Your Car Conks Out." The award paid was \$50.00 based on Intangible Benefits in the Slight Extended category. Their employee had suggested that a copy of this article be placed in the glove compartment of each vehicle used by the Bureau to provide assistance to persons stranded on the road due to car trouble.

Action Taken : An initial order of 200 copies of the booklet (at a cost of \$6.00) was distributed by Transportation Division to CIA Agency components for use in our Agency vehicles both overseas and in this country.

Award : \$15.00 Advisory Award

Sugg. No. 60-601: dated 22 June 1960
25X1A [REDACTED] (GS-8 level) Box Shop Supervisor
[REDACTED] GS-9, Property and Supply Assistant
OL, DD/S

C-O-N-F-I-D-E-N-T-I-A-L

Sugg. No. 60-601 cont'd.

Minimal Awards Meeting
23 November 1960

Summary : The suggesters modified the commercial steel-banding dispenser, the Acme Steel Unit-Load Band Dispenser, to permit it to be moved from place to place. The manufactured item was designed to be stationary, weighing approximately 200 lbs. The modification was accomplished by mounting two pulleys on the side of the dispenser and the installation of a crank handle for easy moving.

Action Taken : The portable band dispenser has been in use for several years, however, the designers never submitted the suggestion for an award. Because the steel banding material is not used too extensively, there is only a slight benefit in a limited area of application.

Award : \$25.00 to be divided between the two suggesters.

Sugg. No. 61-20 : dated 14 July 1960

25X1A

[REDACTED] : Offset Platemaker (GS-10 level)
PSD, OL, DD/S

Summary : Suggester proposed that all overhead fluorescent lights in the PSD plant which are not equipped with a grille diffuser be equipped with two bands of banding steel; one about 8" from each end of the fixture. These bands would prevent loosened tubes from dropping and causing injury to personnel or damage to machinery.

Action Taken : Upon receipt from the Administrative Officers involved, PBS has been requested to replace diffusers as needed. It is recommended that the suggester be given commendation for his interest in the safety and elimination of a hazard in the organization.

Award : Certificate of Appreciation

Sugg. No. 61-80 : dated 11 August 1960

25X1A

[REDACTED], GS-9, Logistics Officer
OS, DD/S

Summary : Suggester proposed that when purchasing file folders with fasteners, particularly those folders which are to be used in open-shelf filing installations, that the Office of Logistics procure only folders with the Remington-Rand KOMPAKT fastener. The Shaw-Walker fasteners, frequently issued in the past, are inferior to the Remington-Rand product.

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

Sugg. No. 61-80 cont'd

Minimal Awards Meeting
23 November 1960

Action Taken : The Office of Logistics has agreed to make the KOMPAKT Fastner a standard item for shelf filing. The Office of Security acknowledges that this improvement represents a major contribution in the large OS File Room operations.

Award : \$25.00

Sugg. No. 61-114: dated 7 September 1960
25X1A [REDACTED], GS-15, Deputy Chief
Finance Division, Compt., DD/S

Summary : Suggester proposed that the "Out-Briefing" procedure include information regarding the "trade practice" of storage companies which demand that to be fully insured, household goods must be insured for a minimum of approximately \$1.00 per pound.

Action Taken : As a result of this suggestion, Central Processing Branch has expanded its "Out-Briefing" to include the points covered in this suggestion regarding insurance of household effects.

Award : Certificate of Appreciation

Sugg. No. 61-141: dated 23 September 1960
25X1A [REDACTED], GS-6, Secretary
WH, DD/P

Summary : Suggester proposed that the aligned columns on the pink Routing and Record Sheet (Form 610) and the yellow Official Routing Slip (Form 237) be printed in the same sequence: i.e., that on both forms the date column and initial column should be in the same consecutive order, preferably that the date columns precede the initial columns.

Action Taken : Form 237 (Official Routing Slip) will be revised at the time of the next printing to reverse the order of the "initials" and "date" columns, thus Form 610 and Form 237 will conform with each other. The adoption of this suggestion will provide greater consistency and easier handling.

Award : \$15.00

C-O-N-F-I-D-E-N-T-I-A-L